



# Policies & Procedures for the Omega Psi Phi Fraternity, Inc.

Supersedes all previous versions in use effective 03/30/16

Rules Committee

# ACKNOWLEDGEMENTS

The Rules Committee wishes to acknowledge the tireless effort of those whose endeavors made this publication possible. Although this draft of this Policy and Procedures manual has a completely new format and structure to previous versions, the majority of the substantive content of this current version of the document is based upon the 2008 Draft by the previous Rules Committee under the chairmanship of Bro. Paul Crutchfield. The review of the 2008 draft was never completed by the Supreme Council before a new administration took office at the 2010 Conclave, and as a consequence the Rules Committee took the opportunity to capitalize on the work accomplished by the previous Rules Committee to publish this current work.

Rules Committee Dewey Ortiz, Chair

LeMonte Mitchell, Co-Chair

# PURPOSE

The purpose of this document is to provide a working reference for every active brother, chapter, and district as to the current policies and procedures pertinent to everyday operations of the Fraternity.

The change in format and structure of this document is designed to facilitate its use as a reference tool pertaining to the Fraternity's Policies and Procedures.

All historical information and excerpts from the Constitution and Bylaws were removed to eliminate duplication of narrative found in that document and other Fraternal publications.

Some procedures and related guidance such as those for Achievement Week, Protocol, Talent Hunt, and MSP, as well as others are stand alone documents and this version of Policies and Procedures includes those procedures in toto, either in the Procedures section or as separate Appendix section. However in moving forward, all standalone procedures will be published in a Policies and Procedures Section on the Fraternity's website. As a consequence and in an effort to eliminate duplication and maintain consistency future versions of this document will not include standalone documents and will only make a forward reference to their location on the Fraternity's website.

This document is to be considered as a perpetual work in progress. Updates to this document will be done annually to ensure the Brotherhood is using the most up to date reference for Policies and Procedures. The value of this document will be dependent upon the constructive feedback given to this committee as to its use as a practical reference tool.

Rules Committee

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# POLICIES

## POLICIES

### ANTI-HAZING

1. It shall be policy that hazing will not be tolerated, condoned nor endorsed as explicated stated in the following;
2. The Omega Psi Phi Fraternity, Inc. embraces the principles contained in the Statement of Position on Hazing as promulgated by the Fraternity Executives Association. However, for its own intent and purposes, the Omega Psi Phi Fraternity, Inc. espouses the following as its official Statement of Position on Hazing; to wit:
3. Omega Psi Phi Fraternity, Inc. strictly prohibits and expressly denounces the practice of hazing in any form during the pre-initiation activities for any of its chapters or by any of its members against any person seeking admission to the organization. "Hazing" is defined as any reckless or intentional action taken or any situation created which produces mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include, but are not limited to paddling in any form; creation of excessive fatigue; creating or inflicting physical and/or psychological shocks; conducting quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside the confines of a house/domicile; public wearing of any apparel or paraphernalia which is conspicuous, not normally in good taste or otherwise banned; engaging in public stunts and buffoonery; morally degrading or humiliating an individual(s) through words or deeds; conducting late (after established hours) sessions which interfere with or prohibit the pursuit of scholastic attainment or productive work; and the conduct of any activities, express or implied, which are not consistent with the Cardinal Principles espoused by the Fraternity or academic missions of the colleges or universities where chapters of the Fraternity may exist. The express or implied consent of a person to any such actions shall not be considered as an exception to this policy and is not defensible as a violation thereof.



## POLICIES

### USE OF A CANINE REFERENCE

It shall be policy that reference to or use of any canine reference is not condoned nor endorsed as explicated stated in the following:

WHEREAS, the Omega Psi Phi Fraternity, Inc. is an organization of college-trained men; and,

WHEREAS, the Omega Psi Phi Fraternity, Inc. has always sought, and continues to seek, men of similar high ideals of manhood, scholarship, perseverance and up- lift to be members of the organization, and

WHEREAS, the Cardinal Principles of Manhood, Scholarship, Perseverance, and Uplift are deemed, in and of themselves, to be adequate symbolism and representations for the organization and its members, now, therefore,

BE IT RESOLVED, that the Omega Psi Phi Fraternity, Inc. does not have, nor has it ever endorsed, a mascot of any type to be representative of the organization, and,

BE IT FURTHER RESOLVED, that the Omega Psi Phi Fraternity, Inc. expressly denounces and vehemently opposes the use of any canine (dog) representation associated with the organization's name, symbols, or crest (escutcheon), and,

BE IT FURTHER RESOLVED, that the Omega Psi Phi Fraternity, Inc. forbids admission to any of its programs and events, or to the program or events of any of its chapters, to any person who wears paraphernalia which might depict association of a canine reference with the organization, and,

BE IT FURTHER RESOLVED, that the Omega Psi Phi Fraternity, Inc., considers any person who wears Omega paraphernalia with a canine reference to be in violation of Fraternity policy.

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## POLICIES

### BRANDING OR IMPRINTING OF IMAGES ON THE BODY

It shall be policy that branding or imprinting of images on any part of the human body is not condoned nor endorsed as explicitly stated in the following;

The Omega Psi Phi Fraternity, Inc., neither approves, condones or has part of its rules, regulations or ritual the imprinting of its logo, mark or such other symbols on any portion of the human body including but not limited to arms, chest, or otherwise through the method of branding or burning of such logo, mark or symbol onto the human flesh; tattooing or the use of any ink, dye or other substance for the purpose of causing a permanent image on the skin by puncturing it and inserting indelible colors therein or such other procedures likely or calculated to place on the skin temporary or permanent designs which tend and/or intend to identify a person as a member or potential member of this organization.

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## POLICIES

### ELIGIBILITY FOR OFFICE

In accordance to the Bylaws, it shall be policy that to be eligible for elective office in the Fraternity, and a member shall be in good standing at the National, District, and Chapter of which he is a member. A member seeking elective office must free of any sanction imposed upon him whether at the National, District or Chapter level.

### MODE OF ELECTION

It shall be policy that election of officers of the Fraternity shall be by blind ballot after direct nominations. The nominee receiving the majority ballot shall be declared elected. In an ease of multiple nominees, where no candi- date receives a majority of the votes east for that office, a run-off shall be held between the two candidates (including ties) having the highest number of votes.

In all national elections, run-offs shall be at the first meeting of the first plenary session on the succeeding. Additional nominating speeches will be prohibited.

# POLICIES

## FEES AND FINANCE

1. The National Initiation Fee shall be set by the Supreme Council to which may be added a Chapter Initiation Fee not to exceed \$25.00. Each candidate upon initiation shall be entitled to receive, without further expense, a Fraternity Pin. The Fraternity shall retain title to the pin in perpetuity, and the pin shall remain in the Fraternity and be returned to the International Office upon request. Each candidate upon initiation shall also receive a copy of the history of the Fraternity, his member certificate and three (3) fiscal years' subscription to the Oracle without further charge.
2. The National Initiation Fees set by the Supreme Council shall pay the dues for an initiated Brother for two (2) years, in addition to the fiscal year in which he is initiated. If the new initiate enters the fraternity on or after September 1st, the dues will apply to the three fiscal years beginning the next fiscal year.
3. Undergraduate brothers immediately joining a graduate chapter upon graduating from an undergraduate institution may pay the undergraduate rate for two (2) years. The chapter KRS must communicate to IHQ (International Headquarters Quarters) that the brother will be taking advantage of this two year rule.
4. Each Chapter upon its organization shall pay to the Fraternity a prescribed amount for Chapter Rights and Uniform Record Books.
5. The Grand Conclave and the Grand Conclave only shall have the power to levy national per capita assessments.
6. All dues and assessments are due and payable November 1st of each year and Brothers not paying same within sixty (60) days thereof will be unfinancial until such dues and assessments are paid. Thereafter, a late fee shall be assessed each Brother. A Brother who was not financial the previous year must pay a reinstatement fee.
7. Brothers residing in areas where there are no Chapters and whereby reason of distance (more than 50 miles away), it is impractical for them to affiliate with any Chapter by paying national dues, taxes, and assessments directly to the International Headquarters. They will maintain their financial status with the Fraternity.

## POLICIES

8. The funds of the Fraternity shall be held by the Grand Keeper of Finance until his successor has been duly elected and qualified, at which time all funds and other property of the Fraternity in the hands of the outgoing Grand Keeper of Finance, or under his control, shall be turned over to his successor.
9. All disbursements shall be by check or drafts signed by the Grand Keeper of Finance in conjunction with either the Grand Basileus or the Grand Keeper of Records and Seal as counter signers.
10. Constant effort shall be made to contain all disbursements within the budget legislated by the Grand Conclave as hereinafter provided.
11. The Conclave, at each regular sitting, shall provide and approve budgets for all expenditures for not more than two (2) fiscal years.
12. The budgets provided and adopted by the Grand Conclave shall include:
  - a. A determined amount, available on a proportional basis, for expenses incurred by the Supreme Council in the proper exercise of its duties.
  - b. A definite amount for all approved programs and initiatives of these several committees.
13. In selecting depositories for Fraternity funds, the guidelines shall be, first, maximum security of the amount deposited, and second, the most favorable interest rate available.
14. Any investments in stocks and bonds by the Fraternity shall be in the name of the Fraternity on the recorded consent and approval of the Supreme Council, after it has made its own investigation and obtained the advice of a reputable investment or brokerage firm.
15. All disbursements shall be by check or drafts signed by the Grand Keeper of Finance in conjunction with either the Grand Basileus or the Grand Keeper of Records and Seal as counter signers.
16. Constant effort shall be made to contain all disbursements within the budget legislated by the Grand Conclave as hereinafter provided.

## POLICIES

### SINGING THE FRATERNITY HYMN

It shall be policy that singing the Fraternity Hymn, *Omega Dear*, is permitted at the following events: Chapter Meeting closing, Annual District Meeting closing, Grand Conclave closing, Memorial Service, ritual Omega Service for a deceased brother, Founders Banquet, Ritual Initiation of New Members, Rededication Ceremony, Formal Banquet events.

Furthermore, it shall be policy that singing Omega Dear in ritualistic form is only allowed at exclusive, closed and secure events attended by the Brothers only, namely, Chapter Meetings, Annual District Meetings, Grand Conclaves, Memorial Services, Initiations of New Members, and Rededication Ceremonies.

Furthermore, it shall be policy that singing Omega Dear is prohibited at all other events not mentioned above including weddings.

## POLICIES

### SPEAKING ON BEHALF OF THE FRATERNITY

It shall be policy that the Grand Basileus speaks for the Fraternity on the national and international level. The Grand Basileus may, however, delegate that authority to the Executive Director or any member of the Supreme Council.

When any Brother whether engaged in activities with national implications or present at a national program is interviewed by the public media, is to only speak in terms of his own role with respect to the issues; and is not authorized to speak for the Fraternity, unless designated by the Grand Basileus.

Likewise, on the district level, the District Representative speaks for the District and, on the local level; the Basileus of the local Chapter speaks for the Chapter.

## POLICIES

### 4 YEAR RULE

It shall be policy that any candidate seeking admission through any graduate chapter may not be eligible within 4 years upon graduation from an undergraduate institution as explain in the following;

- A. Any Candidate seeking membership into Omega Psi Phi Fraternity, Inc. through a graduate chapter must either- (1) meet all of the requirements for initiation as an undergraduate as listed in (a)(1-3) above and seeking initiation into a graduate chapter because there is no active undergraduate chapter at the college or university where he is enrolled.  
  
(2) Have at least a baccalaureate degree from an accredited college or university recognized by the Fraternity.
- B. Any Candidate seeking membership into Omega Psi Phi Fraternity, Inc. through a graduate chapter must be required to produce a documented record of social action involvement as a part of his application package for processing.
- C. Any Candidate who attended an undergraduate college, where there was not an active chapter of Omega Psi Phi Fraternity, Inc. on campus, or the chapter was under some form of disciplinary sanction(s) shall have the requirements in "A" above waived only after a formal letter from IHQ and the District Representative confirms (through IHQ, District, and college/university records) the years a chapter was under some form of disciplinary sanction(s) or there was not an active chapter on campus the candidate is seeking membership through. If during the candidate's eligible tenure at the college/university, the chapter was determined to be active, then the candidate is not eligible to exempt the 4 Year Rule.



- D. Any Candidate meeting the conditions to be classified as a legacy, will have the requirement in "A" above waived.
- E. District Representative will have the authority to exercise an exception to this Rule on a case by case basis.

## POLICIES

### LEGACY

It shall be policy that Omega Psi Phi, Inc. supports and encourages membership for qualified legacies as explained in the following;

WHEREAS, it is recognized by the membership of Omega Psi Phi Fraternity, Inc. that there is no inherit right to membership in the organization for any man merely by virtue of his relationship to any other man who is already a member of the Fraternity; but

WHEREAS, The existing membership of the Omega Psi Phi Fraternity, Inc. is deeply interested in the promulgating the opportunity to become members of this organization to persons who subscribe to the cardinal principles of manhood, scholarship, perseverance and uplift; and

WHEREAS, the membership Omega Psi Phi Fraternity, Inc. has a keen interest and expressed desire to provide said opportunity for membership in the organization to men who are direct descendants of members (i.e., men whose fathers and/or grandfathers are Omega men); and

WHEREAS, the opportunity to share the Omega experience and heritage directly and in brotherhood with a cherished loved one is an occasion which is deemed to be one of the most rewarding and fulfilling experiences a member of Omega Psi Phi Fraternity, Inc. can ever have; and

WHEREAS, legacies of financial Omega men who otherwise qualify should not be denied the opportunity to become members for other than just cause;

## POLICIES

### LEGACY cont'd

NOW, THEREFORE, be it resolved that the Omega Psi Phi Fraternity, Inc. has adopted the following position regarding legacies of Omega men as applicants for membership.

1. Each Chapter shall make an earnest attempt to invite to its meet the men of Omega events any person who is known by the Chapter to be the legacy of an Omega man;
2. All Chapters, upon receipt of an expressed interest by said legacy to become a member after he has attended a meet the men of Omega shall interview said legacy, providing that he meets the minimum criteria for admission to Omega Psi Phi Fraternity, Inc.
3. If the Chapter does not accept the legacy as a candidate for membership after the interview, the Chapter shall advise the District Representative in writing specifying the reason(s) why the applicant/legacy was not accepted. Said written notice shall be postmarked within five (5) days of the interview date.
4. The District Representative shall review the notice and upon written petition of the legacy's father or grandfather who must be a financial member of Omega Psi Phi Fraternity, Inc., the District Representative shall rule on the acceptability of the legacy as a candidate for membership. Said petition shall be postmarked with ten (10) days of the date on the written notice of non-acceptance sent by the Chapter to the legacy.

## POLICIES

### CHAPTER REPRESENTATION AT CONCLAVE

It shall be policy that each active Chapter have official representation at the Grand Conclave. Any Chapter not officially represented at the Grand Conclave, shall be fined the amount of the Conclave registration. If the fine is not paid the Chapter will be suspended.

The Chapter's suspension shall begin upon proper certification of its absence and non-payment of the fine; said certification to be indicated to the presiding officer by the Executive Director, the appropriate District Representatives shall be notified.

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## POLICIES

### LITTLE SISTER GROUPS

WHEREAS, the National Interfraternity Conference, the Fraternity Executives Association and the National Pan-Hellenic Council, Inc. have explicated their positions regarding the belief that sororities offer excellent opportunities for women to share their Greek experience on college campuses; and

WHEREAS, the Omega Psi Phi Fraternity, Inc. is a member of the National Pan-Hellenic Council, Inc. and in concert with the other members of the National Pan-Hellenic Council, supported the resolution which is the genesis of this position statement; and

WHEREAS, Omega Psi Phi Fraternity, Inc. has adopted this version of said resolution for its own intents and purposes; and

WHEREAS, auxiliary women's groups organized by undergraduate chapters, commonly referred to as "little sister" groups in the generic sense, and "Pearls", "Quessense", "Flames" and other various and sundry names in the specific sense, are inconsistent with the concept of separate and equal women's groups of a fraternal nature; and

WHEREAS, the Omega Psi Phi Fraternity, Inc. believes that these groups inhibit the accomplishment of undergraduate chapter goals by:

- DIVERTING resources of time, effort and money which are needed for chapter operations and programming;
- DISTRACTING chapter members in the performance of essential duties, for example membership recruitment and membership education;

## POLICIES

### LITTLE SISTER GROUPS (CONT'D)

- INVITING disharmony within the chapter by usurping the roles and responsibilities of initiated members;
- WEAKENING the bonds of brotherhood by adversely affecting interpersonal relationships within the chapter;
- CREATING false expectations of belonging or affiliation and establishing an atmosphere which is inconsistent with or antithetical to the purposes of the fraternity; and

WHEREAS, the existence of such groups would increase significantly the exposure to risk for the Omega Psi Phi Fraternity, Inc.,

BE IT RESOLVED: that the Omega Psi Phi Fraternity, Inc. expressly prohibits its undergraduate chapters from establishing or maintaining auxiliary women's groups by any name, inasmuch as such groups are not desirable adjuncts to the undergraduate chapters of this organization.

Note: Chapters are not prohibited from selecting a "sweetheart", as long as any contest involving the same is restricted to individual (vs. group) participation by females. Moreover, if multiple winners are selected (example Sweetheart and Court or Miss Omega, Miss Psi, and Miss Phi), the titles ascribed are for individual and not group recognition.

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## POLICIES

### PARLIAMENTARY AUTHORITY

1. It shall be policy for all districts and chapters, that in the absence of explicit citation in their respective bylaws, the current version of Robert's Rules of Order, Newly Revised shall serve as the parliamentary authority and where applicable as supplemented or modified by adoption of special rules of order.
2. It shall be policy that all functioning administrative boards, committees and sub-committees within the Omega Psi Phi Fraternity shall operate in accordance with the current version of Robert's Rules of Order, Newly Revised.

Trademark & Logo Usage Policy, Social Media Policy  
Updated March 30, 2016

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## POLICIES

### MEETINGS OF THE SUPREME COUNCIL

It shall be policy that meetings of the Supreme Council shall adhere to the following:

1. Regular Meetings - Regular meetings of the Supreme Council shall be held at least once each fiscal year. Additional regular meetings may be scheduled. Written notice of all regular meetings and the agenda shall be given to each member of the Supreme Council not less than ten days prior to such meetings. The Supreme Council may, by consent, consider and act upon matters which are not submitted ten days in advance of meeting.
2. Special Meetings - Special meetings of the Supreme Council may be called by the Grand Basileus upon his own initiative, and he shall call a special meeting upon the request of three-fourths of the members. Notice of such meetings shall be given by e-mail, written or telephonic notice to all members of the Council, at least forty-eight hours prior thereto. Such notice shall designate the time, place, and agenda of the meeting and the source of the call.
3. Quorum - One-half of the members of the Council shall constitute a quorum for the transaction of business, except as otherwise provided by the Constitution and Bylaws. Any number less than a quorum present at a meeting duly called, may adjourn from time to time, until a quorum shall be in attendance.
4. Action in Regular and Special Meetings - At all regular and special meetings, it shall be valid to act on any subject within the power of the

Council, except as provided elsewhere in the Constitution and Bylaws. It shall be the general policy of the Council to act only upon matters set forth in the agenda or the consideration of which any absent member or members shall have had adequate prior notice.

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## POLICIES

### MEETINGS OF SUPREME COUNCIL cont'd

5. Order of Business - The business at each regular or special meeting of the Supreme Council shall be conducted in the following manner, unless otherwise authorized by appropriate Council action:

- a. Roll call of members.
- b. Approval of the Agenda.
- c. Reading and approval of minutes of last meeting.
- d. Reading and response to minutes of prior meetings for which action was required.
- e. Reports of officers and district representatives.
- f. Report and recommendations of the Executive Director.
- g. Reports of Committees:
  - (1) Standing Committees
  - (2) Special Committees, Commissions or Authorities.
- h. Special Orders
- i. Unfinished Business.
- j. New Business
- k. Communications, petitions, and memorials.
- l. Program or Presentation

6. Minutes - Minutes of the proceedings of the Supreme Council shall be kept by the Grand Keeper of Records and Seal. Minutes of meetings and actions recommended by any of the several committees of the Fraternity shall be kept by a secretary designated by such committee and shall be submitted to the Council for approval. Said minutes shall also be deposited with the Grand Keeper of Records and Seal and with the Executive Director. The In-

ternational Headquarters office of the Fraternity shall serve as a depository of all records of the Grand Keeper of Records and Seal and such other reports and documents upon or with relation to which the Council has acted. The annual report of the officers may include summary statements covering all the actions of those officers.

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## POLICIES

### EDITORIAL BOARD

1. It shall be policy that at the discretion of the Supreme Council an Editorial Board may be appointed to advise and provide recommendations to the Supreme Council in order to enable the Supreme Council:
  - a. To determine and direct the basic media policy and program of the Fraternity;
  - b. To hire, discharge and fix the compensation of the persons serving as editors of the publications and other media of the Fraternity.
2. The Editorial Board shall be responsible to develop editorial policy for the Editor to the Oracle to conduct appropriate editing and issue timely publication of the Oracle.

## POLICIES

### ORDER OF BUSINESS

1. It shall be policy that the prescribed order of business for all Districts and Chapters shall be as follows:
  - a. Roll call of members.
  - b. Reading and approval of minutes of last meeting.
  - c. Reading and response to minutes of prior meetings for which action was required.
  - d. Reports of officers.
  - e. Reports of Committees.
    - (1) Standing Committees
    - (2) Special Committees
  - f. Special Orders.
  - g. Unfinished Business.
  - h. New Business
  - i. Communications, petitions, and memorials.
  - j. Program
2. It shall be policy that the prescribed general order of business for Committees shall be as follows:
  - a. Roll call of members.
  - b. Reading and approval of minutes of last meeting.
  - c. Reports of Chairman, Treasurer and others as required
  - e. Reports of Sub-Committees.

- f. Unfinished Business.
- h. New Business
- i. Communications

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## POLICIES

### NEPOTISM

The following shall be the policy guidance regarding nepotism:

1. The following guidelines for all employment situations involving persons related by blood or marriage or when both are employed by the Fraternity.

- a. Although opportunities for initial employment, leaves, promotion, and other fringe benefits may not be limited because of marital relationship or immediate family relationship, the Fraternity does set reasonable restrictions on any individual's capacity to function as judge or advocate in specific situations involving members of his or her immediate family.

- b. Prospective employees who are married to one another, or are immediate family members, will each be considered for any employment opportunity for which they are qualified, completely independent of the fact that they are related. This is taken to mean that no one may be either denied or offered employment because of marriage or relations by blood to any employee.

- c. If two employees are husband and wife or immediate family members, they shall be considered independently for all employee benefits such as, but not limited to, leaves, promotions, salary increases or retention; and neither shall vote, recommend, nor have any other part in decision-making regarding the other's initial employment, leaves, promotions,



d. The term 'related by blood or marriage' refers to the immediate family which is defined as inclusive of the following: mother, father, grandmother, grandfather, son, daughter, grandson, granddaughter, aunt, uncle, brother, sister, niece, nephew, or any relative by marriage comparable to the above-listed relationships.

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## POLICIES

### NEPOTISM cont'd

e Salary increases or retention. Such decisions shall reside at the next higher administrative level up to and including the Supreme Council.

f. No employee or Supreme Council member shall initiate or participate in Fraternity decisions involving a direct benefit, initial employment, leave of absence, promotion, retention, salary, etc.) to any person related to him/her by marriage or blood.

g. Each Supreme Council member shall insure compliance with this statement of nepotism in his case.

h. Procedures Manual; The Personnel Committee, as a sub-committee of the Supreme Council, has the continuing responsibility to maintain an up-to-date Personnel Policies and Procedures Manual.

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## POLICIES

### USE OF FRATERNITY TRADEMARK

1. It shall be policy that the Omega Psi Phi Fraternity, Inc. has exclusive right to use the service marks for the Greek letters “ΩΨΦ” commonly called “Omega Psi Phi” in conjunction with the colors royal purple and old gold and the symbol directly associated with the Fraternity known as the 'escutcheon' The Omega Psi Phi Fraternity, Inc. has received from the U.S. Office of Patents and Trademarks service mark protection for their use which means no other than the Omega Psi Phi Fraternity, Inc. can grant the use of these symbols or insignias.
2. The Fraternity grants the right to use these symbols and insignias by way of license. The Executive Director has in place an application for licensure and a corresponding letter granting such licensure to anyone requesting the use of the service mark in accordance with our rules and regulations.
3. The Fraternity will issue a cease and desist letter to all who use or produce service mark protected symbols or insignias of the Fraternity without an approved license to do so. The Fraternity will seek injunctive relief in court if necessary.
4. When a violation of the Fraternity's service mark policy has occurred, the District Representative should immediately inform the District Counselor and Grand Counselor of the violation. The District Counselor shall immediately contact the Grand Counselor and determine how to proceed further in the matter.

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# PROCEDURES

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## PROCEDURES

### AMEND BYLAWS

1. All recommendations to change the Bylaws must be submitted to the International Headquarters to the attention of the Executive Director **no later than 120 days** before the start of the official opening day.
2. All recommendations to change the Bylaws must be submitted using Form 3A.
3. The Executive Director shall forward all recommendations for Bylaw changes to the Rules Committee, Recommendations sub-committee chairman.
4. The Recommendations subcommittee shall review all recommendations and where applicable consult with the author for clarification.
5. The Recommendations committee will assemble all recommendations and ensure that they are distributed to the districts/chapters no later than 60 days before the official start of the opening day of the Grand Conclave and shall report the Grand Conclave on the same.
6. The adoption of a resolution submitted in this manner by a majority vote of the Grand Conclave shall thereby be an amendment to these By-Laws.
7. All adopted recommendations shall be codified and the Bylaws updated by the Rules Committee, Constitution and Bylaws sub-committee and shall be delivered to the Executive Director for publication and distribution to all financial chapters within ninety (90) days of the adjournment of the adopting Grand Conclave to each financial chapter.

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# PROCEDURES

## AMEND CONSTITUTION

1. All recommendations to change the Constitution must be submitted to the International Headquarters to the attention of the Executive Director **no later than 180 days** before the start of the official opening day using Form 3A.
2. The Executive Director shall forward all recommendations for Constitution changes to the Rules Committee, Recommendations subcommittee chairman.
3. The Recommendations subcommittee shall review all recommendations and where applicable consult with the author for clarification.
4. The Recommendations committee will assemble all recommendations and collaborate with the Executive Director to ensure that they are distributed to the districts/chapters no later than 90 days before the official start of the opening day of the Grand Conclave.
5. The approval to support the adoption of any proposed change to the Constitution at the Chapter level requires two-thirds (2/3) of financial members present at the meeting.
6. The Recommendations Chair will report to the Grand Conclave presenting each proposal for change to the assembly for a vote.

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## PROCEDURES

### AMEND CONSTITUTION cont'd

7. Adoption of any recommendation to change the Constitution requires two-thirds (2/3) of registered delegates in the affirmative .
8. All recommendations to change the Constitution adopted by the Conclave shall be codified by the Rules Committee, Recommendations sub-committee and shall be delivered to the Executive Director.
9. The Executive Director will publicize and distribute the codified adopted recommendations to all financial chapters within ninety (90) days of adjournment of the adopting Grand Conclave.
10. Ratification of all adopted amendments to the Constitution will take affect on the first (1st) day of the seventh month following the close of the Grand Conclave, subject to a more than one-third (1/3) veto of financial chapters at time of Conclave.
11. The Rules Committee, Constitution and Bylaws sub-committee chairman will prepare and produce an updated Constitution incorporating all ratified amendments for publication and distribution.
12. Upon authorization, the Executive Director will print a new Constitution.

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## PROCEDURES

### ACHIEVEMENT WEEK

1. The Chapter Basileus is to appoint a Chapter Achievement Week Committee with the appropriate lead time to make plans for a successful observance and banquet in November.
2. Where there is more than one Chapter in a locality, joint planning for the observance is greatly encouraged, as well as desirable.
3. The Committee is to prepare a list of individuals and organizations that can aid and contribute to a successful Achievement Week observance.
4. The Committee is to contact the local religious leaders to promote the observance of Achievement week.
5. The Committee is to make personal and written contact with local high schools and encourage them to participate in the Essay Contest.
6. The Committee shall plan and present a public program in the schools, colleges or churches, etc. This public program may take the form of a panel, forum or round table discussion, or it may feature a



speaker.

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## PROCEDURES

### TALENT HUNT

1. Competition in the Talent Hunt Contest is open for the following forms of art:
  - a. Music: vocal and instrumental: classical, jazz, and contemporary
  - b. Interpretive Movement to Music: ballet, modern dance, and pantomime.
  - c. Speech: Poetry, readings, orations, monologues, etc.
  - d. Visual Arts: Painting, designing, sculpture.
2. Basic rules for participation in the District and National Talent Hunt Competition:
  - a. Contestants must be high school students who have not advanced beyond the senior level at the time of the Local Talent Hunt.
  - b. All presentations, including instrumental numbers, must be memorized and must be dignified and in good taste.
  - c. The Talent Hunt is competitive on the Chapter and District levels. On the National Level, it is demonstration only.
3. The Chapter is responsible for all expenses incurred in taking its contestant to the District Talent Hunt; the District is responsible for expenses of the District Winner to the National Talent Hunt at the Grand Conclave.
  - a. A copy of the Talent Hunt Handbook which describes the history of the event and contains copies of forms used in the Talent Hunt process can be obtained by writing to:

The Chairman Talent Hunt Committee Omega Psi Phi Fraternity, Inc. Interna-

tional Headquarters 3951 Snapfinger Parkway Decatur, GA 30035

FOR FURTHER INFORMATION ON TALENT HUNT GO TO [APPENDIX A](#)

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# PROCEDURES

## GENERAL PROTOCOL

1. Protocol is a recognized system of international courtesy. It is practiced as a part of the official life and ceremonies involving governments, nations and their diplomatic representatives.
2. Protocol requires that certain courtesies, amenities, preference and positioning be accorded persons in honor of offices held, position of leadership or status as a distinguished guest. Courtesy is appreciated by everyone, far from being artificial, good manners are the natural attributes of a civilized person.
3. Information pertaining to: Order of Precedence, Communication with Speakers and Special Guests, Receiving Line, Formal Seating, Introduction of Speaker and Guests, Thanking the Speaker and Fraternity Facts are as follows; Order of Precedence:

a. National Officers - The Grand Basileus is the Chief Executive Officer of the Omega Psi Phi Fraternity, Inc. Whenever the Grand Basileus is introduced, the membership should rise in recognition of the office. When invited, all courtesies are to be extended to him or his representative; that is, complimentary housing, meals and transportation to and from the airport or train station.

b. District Officers - The District Representative is the Chief Executive Officer of the District. The membership should rise in recognition of his office. Courtesies are too extended to him or his representative throughout the District.

c. Chapter Officers - The Basileus is the Chief Executive Officer of the Chapter. Proper respect and courtesies should be extended to him when he is representing the Chapter.

FOR FURTHER INFORMATION SEE [APPENDIX B](#)

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## PROCEDURES

### 4. Communication with Speaker and Special Guests:

- a. Invitations should be in writing.
- b. The invitation should include:
  - i) Place, date and hour of the event.
  - ii) Arrangements for transportation.
  - iii) Type of dress.
  - iv) Arrangements for lodging.
  - v) Subject and approximate time for speech.
  - vi) Honorarium arrangements.
  - vii) Name of host or escort.
  - viii) Request biographical information and photo.

### 5. Receiving Line; The ranking officer {based on location of the event) serves as host.

- a. At National functions - Grand Basileus
- b. At District functions - District Representative
- c. At Local functions - Chapter Basileus.
- d. The line is formed to the right of the host:
  - 1) The host is first in line.
  - 2) The guest of honor stands next to the host;

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others stand according to rank.

e. The Host's wife stands next to {to the right of} the guest. The guest's wife stands to the right of the host's wife.

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## PROCEDURES

6. A designated person greets each person approaching the line, and then states his name clearly when presenting him to the host.

7. The host introduces each individual to the guest of honor.

8. Formal Seating

a. The presiding officer is seated in the center place of the first place right of center. The guest of honor is seated to the right of the presiding officer.

b. At a District affair when the District Representative is not presiding, the presiding officer is seated first place left of center.

c. Place cards should be used.

9. When two head tables are necessary, National or District officers and honored guests are at the upper dais and the program participants and other guests are at the lower dais.

10. Reserved seating should be provided for the spouses or guests or persons at the head table.

11. The audience should stand as the head table enters the room.

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## PROCEDURES

### 12. Introductions:

- a. Persons not known to the assembly are introduced.
- b. Persons known to the assembly are presented.
- c. An introduction is more informative than a presentation
- d. When guests are to stand only when they are introduced from highest ranking to lowest.
- e. When some or all of the guests are to speak, they are introduced from the lowest ranking to the highest.
- f. When introducing past officers, the officer who served most recently is introduced first, then others in order of seniority
- g. The introduction of a person who is to present a speech may be postponed until time for the speech.

### 13. Thanking the speaker

- a. Time is allowed for the assembly to applaud.
- b. A brief thank-you is expressed by the person who introduced the speaker.
- c. The Presiding Officer may add brief words of appreciation.
- d. Thank you notes are sent promptly by proper authority.

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## PROCEDURES

### FRATERNITY PROTOCOL

1. All meetings of the Omega Psi Phi Fraternity shall be opened and closed with prayer.
2. The seating arrangements at Chapter meetings, whenever possible, shall be as follows: The Basileus of the Chapter occupying the seat in the center, all ex-Basileis seated behind him, while the Keeper of Records and Seal and the Keeper of Finance occupy seats to his right and left respectively.
3. The Keeper of Peace shall be stationed at the door and shall admit only those persons who are members of the Fraternity and any non-member authorized to attend.
4. All MSP initiations shall be held under the supervision and control of the District Representative or a Brother designated by the District Representative.
5. A formal Memorial Service is to be held each March by every Chapter.
6. Brothers are to wear white gloves while participating in the memorial funeral service.
7. Within ten days after the death of any member of the Fraternity, it shall be the duty of the Keeper of Records and Seal of his Chapter to officially inform the Grand Keeper of Records and Seal of such death and to forward him a biography of the deceased member.

FOR FURTHER INFORMATION SEE [APPENDIX B](#)

# PROCEDURES

## INSTALLATION OF OFFICERS

1. **Instruction to Officiate:** Request the newly elected and retiring officers to come to a designated area in order of their rank.
2. **Officiate says:** To those officers completing your term of service. Your individual achievement is a testimony to your service. We thank you for your time and loyalty which has contributed to the success of your Chapter/District and our International Organization. The retiring officers may now return to their seats.
3. **Officiate says:** "The lamp well lit reveals the ability to sacrifice to use the mind's power to its fullest extent in reasoning and to establish priorities. Omega Men can and must be the Model Fraternity of this nation. It means our continued support for our elected leaders and their selected programs that express our four Cardinal Principles."
4. **Instruction to Officiate:** Instruct the New Officers to raise their right hand. (Depending upon the occasion/location, the Bible may be used.)
5. **Officiate says:** "Please repeat after me and state your name when directed:

I, state your name, do solemnly swear, that I shall uphold, defend and protect, the constitution, bylaws, rules and regulations of the Omega Psi Phi, Fraternity, Inc. That to the utmost of my ability, I shall perform the duties of the office to which I have been elected, with honesty diligence, dedication and dignity. And I do further solemnly swear, that in pursuit of my duties, no appearance of personal gain or other aggrandizement shall besmirch the commitment of giving my very best to maintain the sterling reputation of Omega Psi Phi Fraternity, Inc."

And now, by the power vested in me, I declare that you are officially and duly installed in the offices to which you have been elected.

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# PROCEDURES

## ARTICLES TO THE ORACLE

### 1. Format:

a. Articles must be sent via e-mail and must be typed, single spaced and ready for printing. Photographs must be sent by e-mail jpg format only.

b. Avoid using all-capitol typing elements for copy preparation, headings, etc.

c. Include in the title of the article, name, city and state of the chapter and the name of the reporter on all articles.

### 2. Content:

a. Content should be to the point, accurate, newsworthy and of interest of people outside your chapter.

b. Articles on activities such as special programs, community service projects, fundraising campaigns, and scholarships are encouraged especially when it address a mandated program. Articles describing these programs are limited to 500 words or less.

c. Do not list chapter officers (unless it is a new chapter) or committee members.

### 3. Photographs:

a. Do not permit individuals to be photographed who are inappropriately attired, the following will not be shown:

- ◆ Nude photos
- ◆ Fraternity attire with canine or lewd images

- ◆ Images with brothers attired in gold boots
- ◆ Images with brothers “throwing the hooks”
- ◆ Images with brothers with their tongues exposed
- ◆ Images that diminish the professionalism of the Men of Omega

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## PROCEDURES

b. There is a limit of two pictures per article, no Polaroid prints, and do not have pictures taken with subjects in front of a cluttered background.

c. Avoid taking pictures of large groups: 10 to 12 people per picture are sufficient, with the exception of chartering.

d. Do not identify each individual when the group exceeds five. Select the notable speakers(s) or person(s) and state appropriate names and titles.

e. Each photograph must have an appropriate caption. Identify individuals from the left to the right and tell what, when and where of the pictures.

### 4. Style:

a. Start articles with a dateline, including name of city, and state. Capitalize chapter when used in conjunction with the name of a chapter, all other references to the chapter should be in lower case. Within the rest of the article, use lowercase abbreviations in conjunction with the name of the city, town, village or military base.

b. Avoid personal opinions and editorial statements.

c. When the word FRATERNITY is used to refer to Omega Psi Phi Fraternity Inc., the letter “F” is to be capitalized.

d. All articles should be in Word format, 12 font, with New Times Roman font. Pictures should be in jpg format and at least 300 dpi. Pictures should be sent separate from the article and not on the

same page or placed within the article. Within articles, place the name of the chapter the article is representing and the city and state. Articles must be limited to 500 words or less and address who, what, when, where and brief details.



## PROCEDURES

e. All chapter articles must be submitted directly by the chapter to the District Public Relations Director before deadline dates to allow for editing.

f. A maximum of three articles per chapter will be allowed per publication/edition.

g. All articles must be reviewed for grammatical perfection, correct spelling, and proper syntax. Articles must be reviewed for acceptable composition, form, relevance, and journalistic style.

h. When submitting e-mailed articles please scan documents for viruses prior to submission.

i. The following are publication deadlines:

- ◆ Before February 15 for the Spring edition
- ◆ Before May 15 for the Summer edition
- ◆ Before August 15 for the Fall edition
- ◆ Before November 15 for the winter edition

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# PROCEDURES

## UNIFORM ACCOUNTING SYSTEM

1. Preface; There is a need for a Uniform Accounting System for use by all Chapters of Omega Psi Phi Fraternity. This system is designed to fulfill that need. This dimension enables Chapters not only to better understand their source of financial information, but will also provide them the complete comprehension of the use of such information.

The objectives of a Uniform Accounting System includes the increasing need for the measurement of income or revenue, and cost or disbursements, expenses or expenditures. In addition, we will discuss appreciation and budgetary procedures and usage.

2. Each Chapter must remember that keeping adequate records is primary. If they are also to be meaningful and have purpose, these records must be used and referred to as often as necessary. This should enable the officers and members to get a clear picture at any time of the financial status of the Chapter.

Although the procedural aspects of accounting are minimized in this manual, recording and controlling techniques are described to the extent necessary for financial statements and International Headquarters and governmental reporting. The selection and development of this system is designed to fulfill the urgent need for accounting and recording uniformity for Omega Psi Phi Fraternity, Inc. Following the objectives set forth, each Chapter should use a double receipt book,

deposit funds and maintain a checking account with a local bank for Chapter funds. Many members are not Accounting nor business-oriented. This system is essential and should be adhered to. All Chapters must:

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## PROCEDURES

### UNIFORM ACCOUNTING SYSTEM cont'd

a. Use this system without alternations, except with prior authorization from the International Headquarters.

b. The system will be monitored under the direction and instruction by the International Headquarters, or others designated by the Supreme Council or Grand Conclave.

c. The Chapter Keeper of Finance will receive revenue from the Chapter Keeper of Records and Seal. All transactions will be recorded in the Chapter's books.

d. All books must reflect or be kept on the calendar month, that is, all entries, including journal entries and reports are prepared as of the last day of each month during the Fiscal Year. A year-to-date summary should be prepared the last day of the month. Exceptions only if school closes earlier than the thirtieth (30th) day of the month.

e. Reports for the month ending must be prepared no later than the fifth (5th) of the month. Reports and all accounts receivable must be tabled at each monthly Chapter meeting.

f. All cash, checks, etc. must be deposited within three busi-

ness days.

As of August 25, 2013

# PROCEDURES

## UNIFORM ACCOUNTING SYSTEM cont'd

g. All disbursement checks must be supported by a voucher and signed by the Basileus and Keeper of Records and Seal.

h. A check register must be kept up to date showing all checks drawn, all deposits and a cash bank balance.

3. The books shall be available at all Chapter meetings and available to Chapter members at all times.

a. An estimation of all income and expenditures shall be carefully studied for budget preparation.

b. Goals and objectives should be scheduled near the end of each academic year, showing fees, dues and other fixed cash which each member will be expected to meet during the upcoming year.

4. The Keeper of Finance of an Undergraduate Chapter should not be a senior. When he becomes a senior, he should serve as advisor to his successor in office. This selection of Keeper of Finance should be based on his ability to get the job done.

a. By reading the instructions carefully and doing the work

promptly and thoroughly, the job should be smooth.

b. The instructions are given step-by-step in detail. If there are any questions, contact the International Headquarters with specific problems you may have.

As of August 25, 2013

# PROCEDURES

## UNIFORM ACCOUNTING SYSTEM cont'd

### 5. Revenue, Payments and Expenses

a. All revenue received shall be receipted in a duplicate carbon receipt book. This applies to dues, assessments and all other items of revenue. All disbursements shall be recorded in the check register. Entries in the System will be either from the receipt book or from the check register. Transactions can be checked back to the original entry (the receipt book or check register). A separate petty cash fund should be maintained of at least fifty dollars (\$50.00) for Undergraduate and seventy-five dollars (\$75.00) for Graduate Chapters. When the funds need replenishing, a check is written just as it is for any other payment, for the exact amount of expenditures made from petty cash. These expenditures shall be supported by substantial documents to reflect that the charges have actually been made proper and are proper charges of the Chapter. When a check is drawn to replenish petty cash, the proper accounts are charged in the appropriate expenditure columns. Payments are not recorded in the System until the fund is being replenished.

b. Receipts and disbursements from all sources must be on a receipt book. Use as many lines daily and as many pages monthly as necessary to record all receipts and disbursements by the Chapter. Each transaction should begin on the same line across the two double pages. Enter the date, cash receipts and disbursements as outlined.



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# PROCEDURES

## UNIFORM ACCOUNTING SYSTEM cont'd

### 6. Revenue

a. The total income received from dues, fees and other sources should be entered in the appropriate columns. Do not itemize payments made by each member on Form KF-1. Only the totals are recorded. The individual membership records are maintained separately and it is not necessary to record each receipt from members in this section. Only the total dues received on any given date are entered on that date. Do not total receipts for different dates for entry into this section; receipts from different dates are not to be combined. For instance, if five (5) members pay fifteen dollars (\$15.00) dues at a meeting, a receipt should be written for each of the five members. For recording the entry in the System, you should total the five receipts and enter in the system. Note the following example: For receipts number one through five (I- 5) on the individual financial section, enter \$15.00 in the local dues etc., and total cash received column. If another member makes a payment on the following day, it must be recorded under that date; do not combine receipts for different dates. Receipts from other sources should be entered on the individual financial section.

As of August 25, 2013

# PROCEDURES

## GRAND TRIBUNAL PROCEDURAL RULES

### A. Mandate Pursuant to the By-Laws of Omega Psi Phi Fraternity, Inc.

1- Personnel – The Grand Tribunal shall consist of a Chairman and 8 additional members.

The Chairman of the Grand Tribunal shall be appointed by and serve at the discretion of the Grand Basileus, but his term shall not exceed six (6) consecutive years. The Chairman of the Grand Tribunal shall have the authority to appoint members in good standing to serve on the Tribunal, and shall make best efforts to appoint members from the various Districts. Each member shall serve at the discretion of the Tribunal Chairman.

2- Authority - The Grand Tribunal shall exist at the international level only. The Grand Tribunal shall have exclusive jurisdiction to hear and adjudicate timely appeals of disciplinary decisions of expulsion or indefinite suspension, and shall entertain timely petitions for reinstatement following expulsion as outlined in the Member Code of Conduct.

### B. Procedural Rules Applicable to the Grand Tribunal

a. To be considered timely, an appeal of a disciplinary decision of expulsion or indefinite suspension must be in writing, composed by the petitioner and received by the Grand Tribunal Chairman within 30 business days of the petitioner's receipt of the disciplinary decision from

the District Representative or the Supreme Council. Delivery of an appeal by the Petitioner to IHQ shall constitute receipt by the Grand Tribunal Chairman.

As of August 25, 2013

# PROCEDURES

## GRAND TRIBUNAL PROCEDURAL RULES

- b. In considering an appeal of a disciplinary decision of expulsion or indefinite suspension, the Grand Tribunal's review is limited to (1) determining whether the petitioner was afforded a fair hearing at the District level; and (2) determining whether the discipline imposed is commensurate with the allegations.
- c. Petitions for reinstatement following expulsion are only ripe for review by the Grand Tribunal after the expulsion has been effective for at least ten (10) years. Only upon a clear showing of reform may a petitioner be reinstated following expulsion. The Grand Tribunal has authority to restore the petitioner to full membership status; restore membership on a probationary basis; impose a reinstatement fee and/or fine as conditions of reinstatement, in its discretion; or deny the petition. A petitioner whose petition for reinstatement is denied may re-apply for reinstatement after one (1) calendar year.
- d. To petition for reinstatement following expulsion, a petitioner must submit a letter to the Grand Tribunal Chairman, composed by the petitioner, containing the following information at a minimum:
  - 1. A narrative history of his association with the Fraternity;
  - 2. Written confirmation that the terms of the expulsion were com-

plied with;

3. The circumstances of the expulsion (including identifying the District

Representative who imposed the penalty); and

As of August 25, 2013

# PROCEDURES

## GRAND TRIBUNAL PROCEDURAL RULES

### C. Hearing Rules of the Grand Tribunal

- a. All hearings shall be conducted in accordance with the Member Code of Conduct.
- b. Petitioners shall be afforded at least 30 days' notice of any hearing, unless such notice is waived by the petitioner.
- c. The Petitioner and the disciplining officer (or his designee) will have an opportunity to address the Grand Tribunal members during the hearing.
- d. The agenda for Grand Tribunal hearings, including time limitations for presentations and the order of evidence, shall be set by the Chairman of the Grand Tribunal in his discretion.
- e. All proceedings of the Grand Tribunal are confidential. The Grand Tribunal Chairman shall have discretion to admit or remove individuals from the hearing process.
- f. The Grand Tribunal Chairman will make best efforts to issue decisions of the Grand Tribunal within 30 days of the hearing.

As of August 25, 2013

# PROCEDURES

## MEMBERSHIP SELECTION PROCESS

### EXECUTIVE SUMMARY MEMBERSHIP SELECTION PROCESS

**\*\*PLEASE NOTE THE FOLLOWING\*\*:**

- 1) Items written in “Black” are from the present MSP manual.
- 2) Items written in “Purple” are suggestions from the MSP Team.
- 3) Items written in “Red” are explanations of the process.

#### 1. SELECTION OF PROSPECTIVE CANDIDATES

- ❖ Chapter votes to hold Membership Selection Process
- ❖ Names of prospective candidates are forwarded to the Basileus in the form of a letter, **with addresses**
- ❖ Request approval from District Representative to conduct Membership Selection Process, **(Forms 1)**
- ❖ District Representative has three days to respond on Form 1

#### 2. PRESENTATION OF PROSPECTIVE CANDIDATES

- ❖ Prospective candidates must be sponsored by a brother who is currently financial with the Chapter, as well as financial the prior 2 fiscal years. A financial brother is a brother in good standing in the Fraternity who has paid International, District, and Chapter dues and assessments for the given year. In Graduate Chapters, this does not include Neophytes who are within their first three years of initiation. They are not eligible to sponsor candidates for Graduate chapters until their initial three year period is complete.
- ❖ Chapter votes to approve prospective candidate names  
*(The candidates are NOT at the meeting brothers should direct questions to the SPONSOR who should know his candidate. (Brothers hold sponsors accountable))*
- ❖ Approval of prospective candidates must be by a majority of certified financial members present. *(Vote with ballots)*
- ❖ Approved names are forwarded to the District Representative with three days to respond on Form 105 and Chapter Roster - Form 53, Portfolio Form (Nomination Form)  
*(The sponsor KNOWS his candidate and he should fill out this form)*
- ❖ Only approved names are to be forwarded from the District Representative to the Membership Selection Chairman

#### 3. INFORMATION SESSION

**(MSP CHAIRMAN is in CHARGE)**

- ❖ Letter of invitation is mailed to each approved prospective candidate and should include the date, time, and place of the Information Session as well as the total cost of initiation and transcript requirements.

- ❖ Prospective candidates attend Information Session  
**All participants shall wear a dress shirt, dark coat, and a tie. (*Brothers too must be in COAT and TIE*)**
- ❖ Admission by invitation only. (*Brothers also must be financial and certified*)
- ❖ Fixed agenda (History, Constitution, Purpose, and Requirements)  
(*Every chapter should have a one page history*)
- ❖ Acknowledgement and Indemnification Agreement is mailed to parents/guardian for prospective candidates under the age of 21
- ❖ Notification shall be given, to each college/university detailing a list of approved prospective candidates
- ❖ Prospective candidates sign indemnification forms
- ❖ Distribute *Application for Membership* - Form 9A
- ❖ Distribute Educational materials



As of August 25, 2013

# PROCEDURES

- ❖ Inform of medical requirements
- ❖ Inform of academic requirements
- ❖ Prospective candidates acknowledges and agrees to random lie detector tests
- ❖ For Graduate Level- Submit 3 letters of recommendations; 2 of them must come from financial members of the Fraternity (financial on the IHQ, Local and District level). The Brother must have been financial for the prior 2 fiscal years as well as the current fiscal year that the candidate is seeking membership. The third recommendation must come from the community-at-large, and must be from one who is not a member of the Fraternity. It must be someone in the community who can attest to the candidate's community service hours, leadership, character, etc.
- ❖ **Explanation of fees that will be due**

## **4. PROCESSING OF APPLICATIONS**

- ❖ Materials are collected by the Membership Selection Chairman within five business days
- ❖ Application screening is completed within five business days
- ❖ Approved prospective candidates shall receive a letter of acceptance from the Membership Selection Chairman detailing information concerning the date, time, and place of next meeting
- ❖ A letter of rejection and letter of thanks is mailed to all other prospective candidates by the Membership Selection Chairman

## **5. CHAPTER INTRODUCTION**

- ❖ Prospective candidates are introduced to the chapter at the next chapter meeting
- ❖ Omega mentors are assigned with the concurrence of chapter Basileus.  
*(Graduate brothers are chosen as mentors based on common interest...Mentoring is for life)*

## **6. MEMBERSHIP EDUCATION PROGRAM**

- ❖ District Representative review, accept/reject completed paperwork
- ❖ Four weeks
- ❖ Interview
- ❖ Written Examination

## **7. INITIATION**

## **8. POST INITIATION ORIENTATION PHASE**

The chapter, in conjunction with the Membership Selection Chairman and Membership Selection Committee, shall conduct post-initiation workshops at the first two regular chapter meetings after

initiation. The workshops shall provide basic ritualistic information for new brothers and serve as a review for the older brothers. The Membership Chairman will distribute pins, certificates, cards, and history books at the conclusion of these meetings. *(Here is where the chapter Basileus along with the mentor must help the new initiative be comfortable working in the chapter)*

**Omega Psi Phi Fraternity, Inc. prohibits mental and/or physical harassment, or brutality in connection with the Membership Selection Process.**

**Revision – International Membership Team – Spring 2013**

**FOR FURTHER INFORMATION GO TO [APPENDIX C](#)**

As of August 25, 2013

# APPENDICES

As of August 25, 2013

## APPENDICES

Omega Psi Phi Fraternity, Inc.



International Talent Hunt Guidelines

Revised February, 2013

As of August 25, 2013

## ACKNOWLEDGEMENTS

The members of the International Talent Hunt Committee deeply appreciate the input that we have received in the preparation of this document. The support of the Grand Basileus, the Supreme Council and the entire leadership of the fraternity has been outstanding. The feedback from past and present District Talent Hunt Chairmen and interested Omega Brothers has been a key ingredient to our success.

It is the goal of the committee that this hand book and revised guidelines be reviewed on an annual basis. We sincerely hope that this handbook, with the with the updated history and revised guidelines, will continue to guide our great fraternity through a proud and productive second century.

As of August 25, 2013

## TALENT HUNT FOREWORD

The function and nature of the Talent Hunt Committee is to provide guidelines and assistance to local, state, and district chairmen in their search and presentation of the best available talent within their respective areas. The local chapter provides the original impetus for the state, districts, and international demonstration. It is significant that chairmen at all levels are selected with great care and some general familiarity with areas of expertise represented.

The general guidelines for judges, participants, tabulators, and all participants are of vital importance to the success of Talent Hunt events at all levels. The equipment provided and the type of facility used for the performances are critical to improving the quality of the participants. While the means of financing may vary from location to location, it is a necessary and important phase of implementing this program to its fullest.

The intent of this handbook is to provide the necessary information that will be needed on all levels of operation. To this end, it is expected that no individual(s) or chapter will operate a Talent Hunt in the name of Omega Psi Phi Fraternity, Inc. at any level without the use of this book and strict adherence to the guidelines herein. The failure to adhere to said guidelines would rule an event null and void.

Dr. Andrew A. Ray  
39th Grand Basileus

As of August 25, 2013

## **Bro. Dr. Andrew A. Ray – Grand Basileus**

### **International Talent Hunt Committee -- 2012 - 2013** **2012 Guideline Review and Revision Committee**

Brother Larry C. Pough, Chairman

Brother Ernest R. Goode, Jr. – Co-Chairman

Brother Francois Fils-Aime – 1<sup>st</sup> District Chairman

Brother Andrew Huff – 2<sup>nd</sup> District Chairman

Brother William E. Gibson, Jr. – 3<sup>rd</sup> District Chairman

Brother Mark C. Shaw – 4<sup>th</sup> District Chairman

Brother Charles Duke – 5<sup>th</sup> District Chairman

Brother Galvin Crisp, Jr. – 6<sup>th</sup> District Chairman

Brother Bruce Johnson – 7<sup>th</sup> District Chairman

Brother Ronald Coaxum – 8<sup>th</sup> District Chairman

Brother James Doss – 9<sup>th</sup> District Chairman

Brother Gregory Frizell – 10<sup>th</sup> District Chairman

Brother Dion Vines – 12<sup>th</sup> District Chairman

Brother Stanley Phillips, Jr. – 13<sup>th</sup> District Chairman

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## HISTORY

The Talent Hunt program of Omega Psi Phi Fraternity, Inc. is one of several international mandated programs designed to identify and support the youth of our nation and the world. The original idea was created by Brother J. Austin Atkins of Winston Salem, North Carolina, and Brother Dewey Duckett of Rock Hill, South Carolina. While the idea was conceived in 1945, the first District Talent Hunt program was held in the Sixth District in Charlotte, North Carolina, on April 19, 1946. The need for such a program was born out of the unequal opportunity afforded to some American youth to develop and give full expression to their talents.

The original statement of the Talent Hunt idea included this expression: "Creative and outstanding capacities in any honorable activity should be eligible for consideration." During public presentations, all original displays were limited to the field of music. Since that time, the Talent Hunt program has been expanded to include other forms of the expressive arts.

In 1953, Brother J. Austin Atkins, assisted by Brother Dewey Duckett, chaired the first National Talent Hunt Committee and presented the first National Talent Hunt program as an integral part of the Omega Psi Phi Fraternity Grand Conclave held in Cincinnati, Ohio. The next chairman of the Talent Hunt Committee was Brother George Meares of Brooklyn, New York, Second District. The consultant during his tenure was Brother J. Austin Atkins. Bro. Meares' period of service began in 1958; he directed the activities for the 1961 Grand Conclave. The next chairman to be appointed was Brother Zoel Hargrave of Charlotte, North Carolina located in the Sixth District. His appointment was in 1968, and he chaired the committee that presented the Talent Hunt at the Grand Conclave in Charlotte, North Carolina.

It is significant to note that prior to 1969, all participants in the Talent Hunt program were required to be high school seniors. The year 1969 appears on documents indicating a revision in the guidelines for the operation of Talent Hunt programs on every level. The revision expanded the level of participation to grades 9 through 12.

Brother Alphonso Patterson of Hartsdale, New York, Second District was next in the service of Omega Psi Phi Fraternity as national chairman. His tenure lasted until 1973 when Brother Charles Johnson of Detroit, Michigan, Tenth District, was appointed as national chairman. Brother Willis H. Pettis of Richmond, Virginia, Third District, assisted him. Brother Johnson was leader when the Grand Conclave of Omega Psi Phi Fraternity was held in Atlanta, Georgia in 1976.

Brother William H. Pettis of Richmond, Virginia, Third District succeeded Brother Johnson in 1977 and served through 1979 as national chairman of the Talent Hunt Committee. It is significant to note that prior to 1979,

the Talent Hunt program had been a demonstration. It was in Denver, Colorado that the National Talent Hunt became a competitive event with money being awarded to the first,

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second, and third-place winners. The first winner in national competition was Adrain Walker, a violinist from Jackson, Mississippi representing the Seventh District.

The era of the eighties starts with Grand Basileus Burnel E. Coulon appointing Brother Edgar Burnett of Saint Louis, Missouri, Eighth District, as Chairman of the National Talent Hunt Committee. He was succeeded by the appointment of Grand Basileus, Benjamin Livingston, who appointed the former Seventh District Chairman Brother Jimmie James of Jackson, Mississippi.

In 1985, Grand Basileus Moses C. Norman, Sr. appointed Brother Alfred D. Wyatt, Sr. of Atlanta, Georgia, Seventh District, to serve as National Chairman of the Talent Hunt Committee. It was during this time that the need to revise the existing guidelines was examined. To meet the needs of the growing numbers of talented youth that we were discovering as a result of this revision, Brother Wyatt was given permission to write a proposal that would address and bring into focus the future goals of Omega Psi Phi Fraternity.

The following committee was appointed to address those needs: Brother Emerson E. Brown, Savannah, Georgia, 7<sup>th</sup> District; Brother Berryman Foster, Lexington, Kentucky, 5<sup>th</sup> District; Brother Johnny Walker, Spartanburg, South Carolina, 6<sup>th</sup> District; Brother James M. Williams, Boston, Massachusetts, 1<sup>st</sup> District; Brother Jimmie James, Jr., Jackson, Mississippi, 7<sup>th</sup> District (Special Consultant); Brother Alfred D. Wyatt, Sr., Atlanta, Georgia, 7<sup>th</sup> District (Chairman); Brother John Epps, NES, and Brother C. Tyrone Gilmore, First Vice Grand Basileus – Advisors. This committee addressed the validity of present operational procedures in light of the fact that much of the existing talent was outstanding and the awards that were being given on a national level were being equaled in local chapters and districts around the country. The discovery was made that many chapters and districts were operating on guidelines that in some cases were not compatible with existing guidelines of the fraternity. Permission was given to the committee to proceed with the writing and compilation of a handbook that would provide guidelines that all chapters and districts would be mandated to follow. The first proposal and draft was presented to the Supreme Council in February of 1987, in Detroit, Michigan. The proposed handbook was presented during the Leadership Development Seminar held in New Orleans, Louisiana, in July of 1987.

Brother Johnny Walker of Spartanburg, South Carolina, Sixth District was appointed as Chairman of the National Talent Hunt Committee in 1988 and Brother Alfred D. Wyatt, Sr., Atlanta, Georgia, Seventh District, was appointed as consultant. Brother Walker served as the leader of the first non-competitive Omega Talent Hunt since 1979. While the guidelines were revised in 1987, the process of distribution took place in 1990 when the Grand Conclave once again presented the participants to the public as a demonstration.

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In January of 2005, Brother Larry C. Pough of Rochester, NY, Second District was appointed as chairman of the International Talent Hunt Committee (ITHC). Bro. Ernest R. Goode, Sr. of Mesquite, TX, Ninth District was appointed as the co-chairman.

The first task addressed by the ITHC was the revision of the 1987 Guidelines. This was accomplished with input from each District Talent Hunt Chairman via monthly conference calls. Following the review and compilation of all districts' guidelines, the revised guidelines were completed in January of 2006.

In March of 2006, the first ITHC Retreat was held at the International Headquarters in Decatur, GA. Thirteen of the fourteen committee members were in attendance. The committee, in addition to reviewing the proposed guidelines in detail, had an opportunity to discuss best practices being utilized throughout the fraternity. In preparation for the 2006 Talent Hunt Demonstration, two members of the ITHC conducted an on-site visit to Little Rock, AR, the location of the 2006 Conclave.

In 2006, during the 74th Grand Conclave in Little Rock, AR the Talent Hunt Demonstration was held on July 24, at the Robinson Center Music Hall. All twelve districts were represented at the Talent Hunt Demonstration. Following the Talent Hunt Demonstration, which was videotaped for the first time, the participants were invited to a reception held at the "President William Jefferson Clinton Library."

Leading up to the 75th Grand Conclave planned for Birmingham, AL, the Talent Hunt Guidelines were made available on the fraternity's website. This allowed each chapter access to the most current guidelines. The availability of the guidelines via the fraternity's website moved us closer to utilization of the same guidelines throughout the fraternity.

The 2008 Talent Hunt Demonstration was held in Birmingham, AL at the Birmingham Jefferson Convention Center Concert Hall on July 13th. Each of the 12 districts was represented. Prior to the performance, the International Chairman was interviewed on the local news. Following the performances, Bro. Jimmie James from Jackson State University offered a musical scholarship to each of the participants.

The international headquarters arranged for the professionally taping of the Talent Hunt Demonstration. Copies of the DVD were made available on the international website.

In 2009, working with the International Informational Technology Committee, the ITHC established an "oppf" email account for each of the District Talent Hunt Chairmen. This not only improved the communication process within the committee but it also provided an archive for the storage of talent hunt information within each district. During the transfer of Talent Hunt leadership roles, information from prior years is now available to the new committee leaders and members. In the months leading up to the 2010 International Talent Hunt Demonstration the committee, working with

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the IT Committee, transferred all talent hunt forms into an electronic pdf format. This allowed chapters and districts to fill out the documents on line and submit them electronically.

The 76th Grand Conclave was held in Raleigh, NC in July, 2010. This was a return to the area where the Talent Hunt Idea was first conceived in 1945 as a chapter program under the leadership of Past Grand Basileus J. Alston Atkins. During the 76th Grand Conclave a recommendation was submitted by the International Talent Hunt Committee to provide cash awards to the 12 District Talent Hunt winners during a non Conclave year. This was another effort by the committee to provide equity to the Talent Hunt process. The recommendation was voted on and approved by the conclave.

The 2010 International Talent Hunt Demonstration was held at the Progress Energy Center, Meymandi Concert Hall on July 25th. A highlight of the Talent Hunt Demonstration was the presentation of the "Trail Blazer" award to Ms Gwendolyn Delores Friende-Green who was a contestant in the very first Talent Hunt which was held in 1946. The committee is indebted to the 6th District Talent Hunt Chair, Bro. Galvin Crisp, Jr. who was able to locate Ms Friende-Green and pay her the recognition she deserves.

During the 76th Grand Conclave, Brother Dr. Andrew A. Ray was elected as the 39th Grand Basileus. Brother Dr. Ray reappointed Brother Larry C. Pough and Brother Ernest R. Goode, Jr. as chair and vice-chair of the International Talent Hunt Committee, respectively.

The year 2011 marked not only the fraternity's Centennial Celebration and the 77th Grand Conclave of the fraternity but also the 65th Anniversary of the Talent Hunt program, the fraternity's second oldest internationally-mandated program. The Centennial Committee had chosen not to include the Talent Hunt as a part of the Centennial Celebration. The Talent Hunt Committee, however, persevered.

During the 2nd District Conference in May of 2011, the committee obtained final approval, from Grand Basileus Andrew Ray and Former Grand Basileus Dorsey Miller, to host the Centennial Talent Hunt. With less than 90 days remaining and the help of Brother Steven G. Johnson, Assistant VP for Protocol Events at Howard University, the committee was able to obtain the resources and support required to produce an exceptional Centennial Talent Hunt Program. The Centennial Talent Hunt celebration was held on the campus of Howard University, Washington, DC, at the historic Cramton Auditorium on July 30, 2011. Cramton Auditorium was also the location of the International Talent Hunt Demonstration in 1961, during the fraternity's Golden Anniversary.

The 78th Grand Conclave was held in the city of Minneapolis, MN at the Minneapolis Convention Center Auditorium. This was by far one of the largest venues to host the International Talent Hunt Demonstration with seating for over 3,000 people.

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In 2012, the 66th International Talent Hunt Demonstration was held. This marked the first time the fraternity hosted International Talent Hunt Demonstrations for three consecutive years (2010, 2011 and 2012). This demonstrated the fraternity's ability to host an International Talent Hunt Demonstration during a non conclave year, provided we have: (1) the financial support from the districts and (2) time available on the agenda during the Leadership Conference.

In January 2013, the International Talent Hunt Committee was informed the grant request to provide a cash award to each of the 12 District winners was approved by the Life Membership Foundation. The year 2013 marks the first year District Winners will receive cash awards on the International level during a non-conclave year, thus proving more equity to the Talent Hunt process from year to year. The committee vowed to keep working toward hosting a Talent Hunt Demonstration during the Leadership Conference.

The Talent Hunt Program of Omega Psi Phi Fraternity has touched thousands of students, many of whom have gone on to make outstanding contributions to their communities and our world. Many have earned scholarships, awards, and recognition through exposure from this program. It is our quest as Omega men of substance to continue to grow in our unyielding commitment to support our youth.

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## THE OMEGA TALENT HUNT

- I. Purpose
  - A. Search for the best talent
  - B. Encouragement of such talent through scholarships and financial assistance.
- II. Method
  - A. Finalists selected from chapters, state and District Talent hunt competition
  - B. Judged by experts
  - C. Demonstration on International level
- III. Judges' Briefing
  - A. On goals of the Talent Hunt
  - B. On scope of the whole program of local, state, district and international presentations.
  - C. On use of adjudicator's forms
- IV. Pointers for Judges
  - A. Winner must show an ability to win in greater eliminations (district and state)
    1. Talent of the contestant should be considered foremost and not be hindered by weaknesses found in the accompanist.
    2. The talent of an individual and his total ability will be considered rather than disqualifying him/her because of a personality clash.
    3. Talent of a contestant will be thoroughly judged in the light of his/her being a high school student, and not an artist or college student.
    4. The talent of a contestant will be considered by degrees of his/her various abilities in techniques, general musicianship, etc.
  - B. Judges completely fill out one contestant's blank form before the next contestant appears.

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## TALENT HUNT PARTICIPATION

- A. Participation in the Talent Hunt is open for the following form of trained art:
  1. Music: Vocal and instrumental; classical, semi-classical, gospel and jazz. A printed copy of the music (score) is required for the judges to analyze.
  2. Interpretive Movement to Music: ballet, modern dance and tap.
  3. Speech: Poetry, oration, monologue, etc. (Printed script should be provided for each judge to analyze)
  4. Visual Art: Sculpture, photography, drawing and painting. (3 to 5 pieces for judging)
- B. Basic Rules for Participation in the District and International Talent Hunt:
  1. Contestant must be a high school student who has not advanced beyond a senior at time of the local Talent Hunt Program.
  2. Contestants who are “Home Schooled” must present verification from their school district that they are enrolled as a high school student at the time of the local Talent Hunt Program.
  3. All presentations including instrumental numbers must be memorized and must be dignified and in good taste. Presentations which are not memorized cannot be considered for 1<sup>st</sup> place.
  4. Track music may be used for accompaniment as long as there is no lead instrumental or background vocals included on the track.
  5. The Talent Hunt is a competition on the Chapter, State, and District levels.
  6. The International Talent Hunt is a Demonstration only! There is no adjudication at this level.
  7. The presentation performed or presented at the Chapter level shall be the same as performed at the District and International level.
  8. The Chapter is responsible for all expenses incurred in taking its contestant to the State and District Talent Hunt Program.
  9. The District is responsible for expenses of the District Winner to the International Talent Hunt Demonstration at the Grand Conclave.



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## GUIDELINES

The Talent Hunt Guidelines have been made on the international level so that all chapters and districts will follow the same worldwide guidelines. **All talent considered must be trained talent, with the possibilities of furthering their education in college.**

1. It is the feeling of the committee that students face eliminations at the local, state, and district levels and they should not be subject to further competition. The quality of competition displayed internationally by our fraternity is of the quality that sponsors could not hesitate to support. With the proper support we will be able to award each district winner a sizable amount of money. Long-range plans could possibly lead to television coverage. This will eliminate hiring judges and would send every participant home with a positive sense of accomplishment. Such a plan makes local, state, and district Talent Hunts Eliminators rather than Competitions.
2. District Talent Hunt winners should receive a sizable monetary award from the District they represent.
  - a. The award from the districts shall be kept separate from any funds donated or obtained by the International Talent Hunt Committee.
3. The International Talent Hunt Committee will issue a grant request each year for funds to be distributed to the 12 District Talent Hunt Winners.
  - a. During a Conclave year the funds will be distributed by the grantor or his representative during the Talent Hunt Demonstration.
  - b. During a non Conclave year a mock check will be given to the winning student following the District Talent Hunt Program. The actual funds will be distributed to the student following the District Conference by the grantor or his representative.
  - c. Authorization to transfer the awards to the District winners will be given by the International Talent Hunt Chair after he has received the proper paper work from the District Talent Hunt Chairman.
4. All applicants for the Talent Hunt are to include SAT scores or ACT scores when available

as well as their grade point averages.

5. Each district is requested to seek colleges within the district who would be willing to offer scholarship assistance to participants at every level of participation.
- 6.

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7. We have outgrown the smoke filled room and the quiet carpeting hotel. There are too many facilities built and designed for performers. We will no longer subject our participants to quickie stages, upright pianos, poor acoustics, or poorly prepared accompanist. A good stage, a good piano (grand when feasible), pianist and a skilled accompanist should be standard procedures for every talent hunt on every level.
8. The Grand Basileus has appointed students to every International committee. This practice is to be followed on the district and state levels, where it is applicable. Graduate chapters are to monitor undergraduate chapters and assist them in locating the proper talent and facilities. Many of our colleges have excellent facilities and equipment for this program. Combined graduate and undergraduate Talent Hunts are to be encouraged.
9. Talent Hunt competition, including competitions with more than one chapter participating, may send only one performing applicant to the District Competition. (Note: In competitions with more than one chapters participating, the contestant will represent all chapters, which were involved.)
10. A minimum fee of \$25.00 has been established for judges so that every child will have the same opportunity from one who is a professional and skilled in his/ her area of expertise.
11. A breakfast and/or lunch plus a tour of the host city are recommended for all International Talent Hunts.
12. The International Talent Hunt Committee was given the authority and permission to revise and rewrite the handbook for distribution throughout the fraternity. The Talent Hunt that we fund deserves the best that Omega has to offer and Omega has an obligation to offer the very best to the future of our society – our children.

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## **OMEGA PSI PHI FRATERNITY, INC. OFFICIAL ADJUDICATOR'S GUIDELINES**

A copy of these guidelines should be placed in the hands of each judge.

1. Use one (1) form for each participant.
2. Each category must be rated. Check one (1) box ranging from poor (1) to superior (5).
3. Comments and/or constructive criticism may be noted. This is not mandatory.
4. All judges must sign sheets. Judges do not have to extend ratings.
5. The tabulator will extend each line item to the total column and sum up total number of points. He/she must also sign the tabulation sheet.
6. Draw up tally/summary sheet by category. List each contestant and scores from each judge. Extend each score and sum up total number of points. Select winner. In case of ties, the adjudicators will be requested to reconvene and select a winner.
7. All rating and summary sheets must remain with the Local or District Talent Hunt Chairman. Students should be permitted to see their form for future growth.
8. 5-Points should be deducted for each minute performed over seven (7) minutes.
9. Participants must memorize selection. If printed scores are used the contestant cannot win 1<sup>st</sup> place and will receive 0 for that category on the adjudicator forms.
10. Participants must have three (3) copies of scores or scripts for judges. If participant does not comply with the requirement for copies, he or she (at the discretion of the chairman) may be permitted to perform, but cannot become a winner.

11. All participants must be judged by the same guidelines as set by the Omega Psi Phi Fraternity, Inc.

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**FOR DRAMATIC INTERPERTATION**

1. Use one (1) for each participant.
2. Use NUMBERS (1,2,3,4,5) as suggested in each block and then TOTAL all numbers placed on the line MARKED total points.
3. Each judge should total ALL POINTS before passing the SHEETS in, if possible.
4. The TABULATOR or a designated brother should re-check the COUNT of total points for accuracy.
5. The maximum NUMBER OF POINTS in the chart below which a participant may receive CANNOT exceed 50 and a participant may NOT receive less than 10 points.
6. ALL RATING SCALE sheets MUST remain with the Local or District Talent Hunt Chairman.
7. Copy of score must be provided to become winner.

Organization \_\_\_\_\_

(Name of Chapter or District)

Contestant \_\_\_\_\_

Title of Drama - Reading \_\_\_\_\_

Author \_\_\_\_\_

|                             | Poor (1) | Fair (2) | Good (3) | Excellent (4) | Superior (5) | Total Points |
|-----------------------------|----------|----------|----------|---------------|--------------|--------------|
| VOICE QUALITY               |          |          |          |               |              |              |
| PROJECTION                  |          |          |          |               |              |              |
| INTERPRETATION (CREATIVITY) |          |          |          |               |              |              |
| ACTING                      |          |          |          |               |              |              |
| RHYTHM-PACE-TEMP            |          |          |          |               |              |              |
| CHARACTERIZATION            |          |          |          |               |              |              |
| STAGE PRESENCE              |          |          |          |               |              |              |
| Memorization                |          |          |          |               |              |              |
| Selection                   |          |          |          |               |              |              |
| TOTAL EFFECT                |          |          |          |               |              |              |

TOTAL NO. OF POINTS FROM LAST COLUMN ADJUDICATOR \_\_\_\_\_

VOICE QUALITY

PROJECTION \_\_\_\_\_

INTERPRETATION (CREATIVITY) \_\_\_\_\_

ACTING \_\_\_\_\_

RHYTHM-PACE-TEMP \_\_\_\_\_

CHARACTERIZATION \_\_\_\_\_

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STAGE PRESENCE

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Memorization

SELECTION

TOTAL EFFECT

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## FOR DANCE

1. Use one (1) for each participant.
2. Use NUMBERS (1,2,3,4,5) as suggested in each block and then TOTAL all numbers placed on the line MARKED total points.
3. Each judge should total ALL POINTS before passing the SHEETS in, if possible.
4. The TABULATOR or a designated brother should re-check the COUNT of total points for accuracy.
5. The maximum NUMBER OF POINTS in the chart below which a participant may receive CANNOT exceed 50 and a participant may NOT receive less than 10 points.
6. ALL RATING SCALE sheets MUST remain with the Local or District Talent Hunt Chairman.
7. Copy of score must be provided to become winner.

Organization \_\_\_\_\_  
(Name of Chapter or District)

Contestant \_\_\_\_\_

Title of Dance \_\_\_\_\_

Composition \_\_\_\_\_ Composer \_\_\_\_\_

|                                    | Poor (1)  | Fair (2) | Good (3) | Excellent (4) | Superior (5) | Total Points |
|------------------------------------|---|----------|----------|---------------|--------------|--------------|
| TECHNICAL ABILITY                  |   |          |          |               |              |              |
| USE OF STAGE                       |   |          |          |               |              |              |
| INTERPRETATION                     |   |          |          |               |              |              |
| COSTUMING                          |   |          |          |               |              |              |
| RHYTHMIC TIME                      | <b>TOTAL NO. OF POINTS FROM LAST COLUMN ADJUDICATOR</b> _____ |          |          |               |              |              |
| DYNAMICS                           |   |          |          |               |              |              |
| STAGE PRESENCE                     |   |          |          |               |              |              |
| QUALITY OF PRESENTATION            |   |          |          |               |              |              |
| APPROPRIATENESS OF WORK SELECTED   |   |          |          |               |              |              |
| PROJECTION AND PERFORMANCE QUALITY |   |          |          |               |              |              |

TECHNICAL ABILITY

**TOTAL NO. OF POINTS FROM LAST COLUMN ADJUDICATOR** \_\_\_\_\_  
DYNAMICS

USE OF STAGE

STAGE PRESENCE

INTERPRETATION

QUALITY OF PRESENTATION

COSTUMING

APPROPRIATENESS OF WORK SELECTED

RHYTHMIC TIM

PROJECTION AND PERFORMANCE QUALITY

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**FOR INSTRUMENTAL SOLO (CLASSICAL | CONTEMPORARY)**  
(Please Circle One)

1. Use one (1) for each participant.
2. Use NUMBERS (1,2,3,4,5) as suggested in each block and then TOTAL all numbers placed on the line MARKED total points.
3. Each judge should total ALL POINTS before passing the SHEETS in, if possible
4. The TABULATOR or a designated brother should re-check the COUNT of total points for accuracy.
5. The maximum NUMBER OF POINTS in the chart below which a participant may receive CANNOT exceed 50 and a participant may NOT receive less than 10 points.
6. ALL RATING SCALE sheets MUST remain with the Local or District Talent Hunt Chairman.
7. Copy of score must be provided to become winner.

Organization \_\_\_\_\_

(Name of Chapter or District)

Contestant \_\_\_\_\_

Title of Selection \_\_\_\_\_

Composer \_\_\_\_\_

|                      | Poor (1) | Fair (2) | Good (3) | Excellent (4) | Superior (5) | Total Points |
|----------------------|----------|----------|----------|---------------|--------------|--------------|
| TONE                 |          |          |          |               |              |              |
| INTONATION           |          |          |          |               |              |              |
| INTERPRETATION       |          |          |          |               |              |              |
| TECHNIQUE            |          |          |          |               |              |              |
| RHYTHM               |          |          |          |               |              |              |
| DYNAMICS             |          |          |          |               |              |              |
| DEGREE OF DIFFICULTY |          |          |          |               |              |              |
| QUALITY OF SELECTION |          |          |          |               |              |              |
| STAGE PRESENCE       |          |          |          |               |              |              |
| MEMORIZATION         |          |          |          |               |              |              |

**TOTAL NO. OF POINTS FROM LAST COLUMN DJUDICATOR**

TONE

DYNAMICS

INTONATION

---

DEGREE OF DIFFICULTY

---

INTERPRETATION

---

TECHNIQUE

---

DEGREE OF DIFFICULTY

STAGE PRESENCE

MEMORIZATION

RYTHYM

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S.

## FOR PIANO SOLO (CLASSICAL | CONTEMPORARY)

(Please Circle One)

1. Use one (1) for each participant.
2. Use NUMBERS (1,2,3,4,5) as suggested in each block and then TOTAL all numbers placed on the line MARKED total point
3. Each judge should total ALL POINTS before passing the SHEETS in, if possible
4. The TABULATOR or a designated brother should re-check the COUNT of total points for accuracy.
5. The maximum NUMBER OF POINTS in the chart below which a participant may receive CANNOT exceed 50 and a participant may NOT receive less than 10 points.
6. ALL RATING SCALE sheets MUST remain with the Local or District Talent Hunt Chairman.
7. Copy of score must be provided to become winner.

Organization \_\_\_\_\_

(Name of Chapter or District)

Contestant \_\_\_\_\_

Title of Selection \_\_\_\_\_

Composer \_\_\_\_\_

|                      | Poor (1) | Fair (2) | Good (3) | Excellent (4) | Superior (5) | Total Points |
|----------------------|----------|----------|----------|---------------|--------------|--------------|
| PEDAL TECHNIQUE      |          |          |          |               |              |              |
| EXPRESSION           |          |          |          |               |              |              |
| CLARITY              |          |          |          |               |              |              |
| INTERPRETATION       |          |          |          |               |              |              |
| TECHNIQUE            |          |          |          |               |              |              |
| RHYTHM               |          |          |          |               |              |              |
| DYNAMICS             |          |          |          |               |              |              |
| DEGREE OF DIFFICULTY |          |          |          |               |              |              |
| STAGE PRESENCE       |          |          |          |               |              |              |
| MEMORIZATION         |          |          |          |               |              |              |

**TOTAL NO. OF POINTS FROM LAST COLUMN ADJUDICATOR** \_\_\_\_\_

PEDAL TECHNIQUE

DYNAMICS

EXPRESSION

DEGREE OF DIFFICULTY

---

CLARITY

STAGE PRESENCE

---

INTERPRETATION

MEMORIZATION

---

TECHNIQUE

---

RYTHYM

As of August 25, 2013

76



**FOR VOCAL SOLO (CLASSICAL | CONTEMPORARY)**

(Please Circle One)

1. Use one (1) for each participant.
2. Use NUMBERS (1,2,3,4,5) as suggested in each block and then TOTAL all numbers placed on the line MARKED total points
3. Each judge should total ALL POINTS before passing the SHEETS in, if possible.
4. The TABULATOR or a designated brother should re-check the COUNT of total points for accuracy.
5. The maximum NUMBER OF POINTS in the chart below which a participant may receive CANNOT exceed 50 and a participant receive less than 10 points.
6. ALL RATING SCALE sheets MUST remain with the Local or District Talent Hunt Chairman.
7. Copy of score must be provided to become winner.

Organization \_\_\_\_\_

(Name of Chapter or District)

Contestant \_\_\_\_\_

Title of Selection \_\_\_\_\_

|                      | Poor (1) | Fair (2) | Good (3) | Excellent (4) | Superior (5) | Total Points |
|----------------------|----------|----------|----------|---------------|--------------|--------------|
| TONE                 |          |          |          |               |              |              |
| DICTION              |          |          |          |               |              |              |
| INTONATION           |          |          |          |               |              |              |
| INTERPRETATION       |          |          |          |               |              |              |
| TECHNIQUE            |          |          |          |               |              |              |
| RHYTHM               |          |          |          |               |              |              |
| DYNAMICS             |          |          |          |               |              |              |
| DEGREE OF DIFFICULTY |          |          |          |               |              |              |
| STAGE PRESENCE       |          |          |          |               |              |              |
| MEMORIZATION         |          |          |          |               |              |              |

TONE

\_\_\_\_\_  
INTONATION  
\_\_\_\_\_

DICTION

\_\_\_\_\_  
DEGREE OF DIFFICULTY  
\_\_\_\_\_

DYNAMICS

STAGE PRESENCE

---

INTERPRETATION

MEMORIZATION

---

TECHNIQUE

---

RYTHYM



As of August 25, 2013

77



**FOR VOCAL SOLO (CLASSICAL | CONTEMPORARY)**

(Please Circle One)

1. Use one (1) for each participant.
2. Use NUMBERS (1,2,3,4,5) as suggested in each block and then TOTAL all numbers placed on the line MARKED total points
3. Each judge should total ALL POINTS before passing the SHEETS in, if possible.
4. The TABULATOR or a designated brother should re-check the COUNT of total points for accuracy.
5. The maximum NUMBER OF POINTS in the chart below which a participant may receive CANNOT exceed 50 and a participant receive less than 10 points.
6. ALL RATING SCALE sheets MUST remain with the Local or District Talent Hunt Chairman.
7. Copy of score must be provided to become winner.

Organization \_\_\_\_\_

(Name of Chapter or District)

Contestant \_\_\_\_\_

Title of Selection \_\_\_\_\_

|                      | Poor (1) | Fair (2) | Good (3) | Excellent (4) | Superior (5) | Total Points |
|----------------------|----------|----------|----------|---------------|--------------|--------------|
| TONE                 |          |          |          |               |              |              |
| DICTION              |          |          |          |               |              |              |
| INTONATION           |          |          |          |               |              |              |
| INTERPRETATION       |          |          |          |               |              |              |
| TECHNIQUE            |          |          |          |               |              |              |
| RHYTHM               |          |          |          |               |              |              |
| DYNAMICS             |          |          |          |               |              |              |
| DEGREE OF DIFFICULTY |          |          |          |               |              |              |
| STAGE PRESENCE       |          |          |          |               |              |              |
| MEMORIZATION         |          |          |          |               |              |              |

**TOTAL NO. OF POINTS FROM LAST COLUMN ADJUDICATOR**

TONE

DICTION

INTONATION

DEGREE OF DIFFICULTY

DYNAMICS

STAGE PRESENCE

---

INTERPRETATION

MEMORIZATION

---

TECHNIQUE

---

RYTHYM

As of August 25, 2013



## FOR VISUAL ART – PAINTING, SCULPTURE, DRAWING AND PHOTOGRAPHY

1Contestant's Name \_\_\_\_\_

Judged by \_\_\_\_\_ Checked by \_\_\_\_\_

Note: Maximum number of points cannot exceed 20 -- minimum cannot be less than 4

**TOTAL NO. OF POINTS FROM LAST COLUMN DJUDICATOR** \_\_\_\_\_

**(Multiply The Total Points By 2. 5)**

Presentation (expression, matted, frame) Comment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Techniques/style (use of medium) Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Composition (balance) Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Medium Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

As of August 25, 2013



## TALENT HUNT TABULATION SHEET

**DATE:** \_\_\_\_\_

[illegible]

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Updated March 30, 2016

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

---

Tabulator's Name (PLEASE PRINT)

---

Tabulator's Signature

As of August 25, 2013



## TALENT HUNT RECORDED TRACK/ MUSIC SHEET

**DATE:** \_\_\_\_\_

[illegible]

Trademark & Logo Usage Policy, Social Media Policy  
Updated March 30, 2016

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

---

Tabulator's Name (PLEASE PRINT)

---

Tabulator's Signature



As of August 25, 2013



## International Talent Hunt Contestant Application

### OMEGA PSI PHI FRATERNITY, INC.

(All information must be typed)

Contestant's Name \_\_\_\_\_ Age \_\_\_\_\_

Contestant's E-mail address \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State /Zip \_\_\_\_\_

Parents or Guardian \_\_\_\_\_ Telephone \_\_\_\_\_

Chapter/District \_\_\_\_\_

Chapter/District Talent Hunt Chairman \_\_\_\_\_

Chairman Telephone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Chairman email \_\_\_\_\_

Name of High School \_\_\_\_\_ Grade \_\_\_\_\_

Grade Point Average (GPA) \_\_\_\_\_ SAT Score \_\_\_\_\_ ACT Score \_\_\_\_\_

Extra Curricula Activities (School/ Community) \_\_\_\_\_

\_\_\_\_\_

Honors and Awards Received \_\_\_\_\_

\_\_\_\_\_

Church Membership \_\_\_\_\_

Hobbies \_\_\_\_\_

\_\_\_\_\_

College /University You Plan to Attend \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Major \_\_\_\_\_

#### Category you will compete In Select One:

Contemporary Instrumental Solo \_\_\_\_\_ Classical Instrumental Solo \_\_\_\_\_

Contemporary Vocal Solo \_\_\_\_\_ Classical Vocal Solo \_\_\_\_\_ Piano Solo \_\_\_\_\_

Drama Interpretations \_\_\_\_\_ Dance \_\_\_\_\_ Visual Arts \_\_\_\_\_

Name of Composition/Presentation \_\_\_\_\_

Name of Composer \_\_\_\_\_

Please check which of the following you will need for your performance:

a) Piano \_\_\_\_\_ b) Microphone \_\_\_\_\_ c) Cassette Player \_\_\_\_\_

d) Accompanist \_\_\_\_\_ e) CD Player \_\_\_\_\_  
f) Other (please be specific) \_\_\_\_\_  
**(Note: You are required to provide any electronic equipment required and an operator.)**

**Note: A 4x6 photograph and a biographical sketch of 100 words or less must accompany this form. The deadline for receipt of this application is 60 days before the Conclave. Applications received after this date will not be allowed to participate. Please contact the Talent Hunt Chairman to confirm receipt of your completed application.**

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## Omega Psi Phi Fraternity, Inc. Parental Release and Consent Form Talent Hunt Competition

### Parental release and consent form (submit by start of event)

Student's name: \_\_\_\_\_ Age: \_\_\_\_\_

Physical address: \_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_

Parent or legal guardian's name: \_\_\_\_\_

\_\_\_\_\_

(please print)

Contact phone numbers during event hours: (home): \_\_\_\_\_ (cell): \_\_\_\_\_

### Insurance information:

Insurance coverage by: \_\_\_\_\_

\_\_\_\_\_

Policy Number: \_\_\_\_\_

### Photo and Image Release:

I give the Omega Psi Phi Fraternity, Inc. permission to photograph, videotape or record my child and to use the photographs, videotape, film or recording in its print and electronic publications, video broadcasts, radio broadcasts or any other presentation of the images. I agree that the photographs and videotapes, including negatives, slides and print or any other presentation of the images, are the property of the Omega Psi Phi Fraternity, Inc. I waive any right I may have to inspect and/or approve the finished product in which the images may be used. By signing this form, I intend to release and discharge the Omega Psi Phi Fraternity, Inc. from any and all claims that I may have, and agree to hold harmless and defend the Omega Psi Phi Fraternity, Inc. from liability arising from claims or litigation arising from its use of my child's image, voice, or performance.

### Waiver and Consent for Emergency Treatment:

I am aware that the activity for which I am registering my child involves limited events or field trips that will be conducted as part of this activity. In consideration of the right to participate in this activity, I waive and release any and all rights and claims for damage I may have against the Omega Psi Phi Fraternity, Inc., its Board of Directors, District or local officials, members, employees and agents, for any and all injuries, if any, suffered by my child while participating in this activity. I give my consent to emergency treatment, including hospitalization as may be needed for the welfare of my child.

**If you are under the age of 21, your parent/guardian must also sign this form.**

Date: \_\_\_\_\_

(Student's Signature) \_\_\_\_\_

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Updated March 30, 2016

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(Print Parent/Guardian Name)

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(Parent/Guardian Signature)

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## **Appendix B**

### **PROCEDURE FOR CONDUCTING A SUCCESSFUL TALENT PROGRAM – REVISED, 2013**

1. Secure a date and place as soon as possible after September.
2. No local programs will conflict with the district programs. Thus, the names, addresses, selections to be rendered by the local winner at the district, should reach the District Talent Hunt Chairman not later than 30 days prior to the district meeting.
3. Each participant should be a high school student in grades 9-12 who resides in the local jurisdiction of the chapter hosting the talent hunt. No student may represent more than one chapter unless selected as part of a multi chapter competition. The performance should be limited to the field of vocal or instrumental music, dance and dramatics for elimination. Participants will perform alone, as opposed to group participation. Selections will be limited to classical, semi-classical, gospel and jazz music, dance, dramatics and art.
4. Contact the public and private music teachers, counselors and/or principals to get the names and addresses of interested students. Write to interested student asking for a suitable time to come and discuss their appearance with them and their parents. Previous experiences have shown that parents are not aware of their child's intended participation and object at the last moment to the student's appearance, which may affect the success of the program.
5. Make certain that the piano at the site of the Talent Hunt Program is tuned and in good condition and that the auditorium is the proper size for the anticipated audience. Performing before an empty or half-empty house is depressing to the participants. It is preferred that a grand piano and a place designed for performance

be utilized.

6. Have OPPF Candidates, Quettes and brothers “dress-up” the auditorium with flowers, palms, etc., for the program. Use the shield to its best advantage. In the absence of the aforementioned, have a florist to decorate.

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7. Male participants must wear a dark suit or appropriate attire (i.e. No T-shirts, jeans, sneakers, etc.). Each female must wear appropriate attire (i.e. a dressy dress, or a simple short or long evening dress). Dance and drama participants may wear appropriate attire for their presentation. At the district level the contest should be formal. At the International level the attire will be formal.
8. Three judges are recommended for the local, state, and district levels—one in vocal; one in instrumental music; one in vocal and instrumental. If other categories are represented, experts in each category should be used.
9. Have a printed program that shall include the history of the talent hunt.  
Advertisements and patrons' lists can be included if it is desirable. Advertisements require planned, advanced work.
10. Send a letter of appreciation to each participant, accompanist and any others who help to make the program a success.
11. A desirable program should not exceed 1-½ to 2 hours. An audience becomes restless if the program is too long. Six minutes length for a selection is most desirable, seven minutes is the maximum. 5-Points should be deducted for each minute performed over the agreed upon maximum times.
12. It will be left to each local chapter to determine the nature of the awards to be given to the participants. Some may give monetary prizes while others may choose trophies, etc.
13. A good photographer must be engaged to take pictures. These are to be sent to the local press as well as to the District Director of Public Relations. A good, glossy print of the winners, with cover story, is to be included in the documentation. Flash pictures are not to be taken during the performance.
14. The chairman and his committee are required to make prompt, full and detailed reports of the Talent Hunt committee activities in line with district and chapter requirements.

15. The matter of ushers is most important. The way the public is greeted and treated at the program will greatly impact the level of support for future programs.
16. No one is to be admitted into the performance hall while a student is performing. The audience will be informed of this requirement by the Master of Ceremony. This will be enforced by the ushers.



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17. One member of the committee must have sole responsibility for seeing that the auditorium is opened, clean, well lighted with ample chairs, decorations and other needed properties for the occasion.
18. The backbone of tickets sales will be the brothers in the local chapter.
19. At the local, state, and district levels, the chairman will be presiding. He must wear a tuxedo or dark suit.
20. Guest artists are usually selected to perform while the judges are arriving at a decision. Community groups add much to the enhancement of audience participation.
21. If tickets are used, make sure the word "Donation" is printed on them. Certificates for each contestant may be secured from the District Talent Hunt Chairman; the certificates are to be typed or printed and framed.
22. It is recommended that a reception for the contestants immediately before or after the program proves worthwhile and make good public relations at the Local, District and International level.
23. Each participant in the International Talent Hunt Demonstration must be chaperoned by an adult. A member of the fraternity is not allowed to chaperone a contestant of the opposite sex without documentation from the student's parent/ guardian which has been reviewed by the District Counselor. The district is obligated to pay this expense. The sponsoring or local chapter is obligated for the expense of a chaperone to the state or district meeting.
24. Materials required by the International Talent Hunt Chairman for the printed program are due 60 days before the Talent Hunt Demonstration is presented at the Conclave. The same items are required during a non conclave year. This includes
  - a. Parental Release and Consent Form
  - b. Contestant Application
  - c. Biographical sketch (100 words or less)
  - d. Photo of student, high resolution, (4x6)
  - e. Activity report

| International Talent Hunt Committee 2012 - 2013 (last updated 02/12/2013) |               |           |                        |                |       |            |  |  |
|---|---------------|-----------|------------------------|----------------|-------|------------|--|--|
| As of August 25, 2013   |               |           |                        |                |       |            |  |  |
| Dist  | Name          |           | Address                |                |       | Phone      | Primary Email  | Email  |
|   | Last          | First     | Street                 | City           | State | Zip        |  |  |
| 1   | Fils-Aime     | Francois  | 18 Gibbons Street      | Milton         | MA    | 02126      | 212.1850   | <a href="mailto:1DTHC@oppf.org">1DTHC@oppf.org</a><br><a href="mailto:francoisfilsaime@yahoo.com">francoisfilsaime@yahoo.com</a>   |
| 2   | Huff          | Andrew    | 291 Burke Drive        | Cheektowaga    | NY    | 14215      | C-716-228-2911 W-716-826-7213  | <a href="mailto:2DTHC@oppf.org">2DTHC@oppf.org</a><br><a href="mailto:anougrad@aol.com">anougrad@aol.com</a><br><a href="mailto:talenthunt@opp2d.org">talenthunt@opp2d.org</a>                                 |
| 3   | Gibson        | William   | 4548 Ashland Dr.       | Chesapeake     | VA    | 23321      | H-757-483-8106<br>C-757-532-6537                                     | <a href="mailto:3DTHC@oppf.org">3DTHC@oppf.org</a><br><a href="mailto:WGibso9910@aol.com">WGibso9910@aol.com</a>   |
| 4   | Shaw          | Mark      | 4777 Tuttle's Woods Dr | Dublin         | OH    | 43016      | H-614.718.0281<br>C-614.531.7748                                     | <a href="mailto:4DTHC@oppf.org">4DTHC@oppf.org</a><br><a href="mailto:mcs35789@sbcglobal.net">mcs35789@sbcglobal.net</a>   |
| 5   | Duke          | Charles L | 2761 Jacquelyn Lane    | Lexington      | KY    | 40511      | H-859-577-3272<br>C-859-312-1297                                     | <a href="mailto:5DTHC@oppf.org">5DTHC@oppf.org</a><br><a href="mailto:cduke6@hotmail.com">cduke6@hotmail.com</a>   |
| 6   | Crisp, Jr.    | Galvin    | 2836 Emerson Street    | Winston-Salem  | NC    | 27127      | H-336.788.8783<br>C-336.414.1262                                     | <a href="mailto:6DTHC@oppf.org">6DTHC@oppf.org</a><br><a href="mailto:jcrisp@triad.rr.com">jcrisp@triad.rr.com</a><br><a href="mailto:galvin.crisp@gmail.com">galvin.crisp@gmail.com</a>                       |
| 7   | Johnson       | Bruce     | 1020 Lewis Ave         | Gulfport       | MS    | 39501      | H-228-868-2874<br>C-228-697-6359<br>W-228-832-2610<br>W-228-388-6547 | <a href="mailto:7DTHC@oppf.org">7DTHC@oppf.org</a><br><a href="mailto:bej426@aol.com">bej426@aol.com</a><br><a href="mailto:BJohnson@harrison.k12.ms.us">BJohnson@harrison.k12.ms.us</a>                       |
| 8   |               |           |                        |                |       |            |  | <a href="mailto:8DTHC@oppf.org">8DTHC@oppf.org</a>   |
| 9   | Doss          | James     | 734 Cobia Lane         | Surfside       | TX    | 77541      | C-979-997-1281 H-979-265-6651  | <a href="mailto:9DTHC@oppf.org">9DTHC@oppf.org</a><br><a href="mailto:jevsdossiii@gmail.com">jevsdossiii@gmail.com</a>   |
| 10  | Frizell       | Gregory   | 5146 Roberta Lane      | Richton Park   | IL    | 60471      | H-708.747.9110<br>C-708.705.2275                                     | <a href="mailto:10DTHC@oppf.org">10DTHC@oppf.org</a><br><a href="mailto:gregory.frizell@rrb.gov">gregory.frizell@rrb.gov</a><br><a href="mailto:tboneque@aol.com">tboneque@aol.com</a>                         |
| 12  | Vines         | Dion      | 14355 Huston #213      | Sherman Oaks   | CA    | 91423      | C-818-481-8044   | <a href="mailto:12DTHC@oppf.org">12DTHC@oppf.org</a><br><a href="mailto:dionvines@hotmail.com">dionvines@hotmail.com</a>   |
| 13  | Phillips, Sr. | Stan      | 719 Bleak Hill Place   | Upper Marlboro | MD    | 20774      | C-443-924-4602 H-301-249-3137 W-301669-3038                          | <a href="mailto:13DTHC@oppf.org">13DTHC@oppf.org</a><br><a href="mailto:stanleyphillips@gmail.com">stanleyphillips@gmail.com</a>   |
| Co-Chair (9)  | Goode         | Ernest    | 4709 Palos Verde       | Mesquite       | TX    | 75150-2909 | H-972.279.7572<br>C-972.849.0807                                     | <a href="mailto:talenthuntcochair@oppf.org">talenthuntcochair@oppf.org</a><br><a href="mailto:ernesternest@sbcglobal.net">ernesternest@sbcglobal.net</a>   |
| Chair (2)   | Pough         | Larry C.  | 19 Tynedale Way        | North Chili    | NY    | 14514      | C-585.507.1245<br>H-585.617.3037                                     | <a href="mailto:talenthuntchair@oppf.org">talenthuntchair@oppf.org</a><br><a href="mailto:PoughQue@rochester.rr.com">PoughQue@rochester.rr.com</a><br><a href="mailto:Lcpough@gmail.com">Lcpough@gmail.com</a> |
| Liasion (3)   | Abad          | Cris      | P.O. Box 23603         | Alexandria     | VA    | 22304      | H-703.719.5596<br>C-757-714-3240                                     | <a href="mailto:abadc@aol.com">abadc@aol.com</a><br><a href="mailto:crispin.abadsr@us.army.mil">crispin.abadsr@us.army.mil</a>   |
| Liasion (3)   | Prentiss      | William   |                        | Richmond       | VA    |            | C-804-245-1444   | <a href="mailto:wprent@yahoo.com">wprent@yahoo.com</a>   |

As of August 25, 2013

**Appendix D**  
**Past International Talent Hunt Committee Chairmen**

| <u>Year Appointed</u>                    | <u>Chairman</u>           | <u>Co-Chairman</u>     |
|--|---------------------------|------------------------|
| 1946 (1 <sup>st</sup> Talent Hunt)       | J. Austin Atkins          | Dewey Duckett          |
| 1953 (1 <sup>st</sup> Nat'l Talent Hunt) | J. Austin Atkins          | Dewey Duckett          |
| 1958                                     | George Meares             | J. Austin Atkins       |
| 1968                                     | Zoel S. Hargrave, Jr.     |                        |
| 1971                                     | Alphonso Patterson        |                        |
| 1973                                     | Charles Johnson           | William H. Pettis, Jr. |
| 1977                                     | William H. Pettis, Jr.    | James Priest           |
| 1980                                     | Edgar Burnett             | Lemmuel Boone          |
| 1983                                     | Jimmie James              | William Tolden         |
| 1985                                     | Alfred Wyatt              | Moses C. Norman, Jr    |
| 1988                                     | Johnny Walker             | Alfred Wyatt           |
| 1991                                     | Jimmie James              |                        |
| 1996                                     | Robert Crisp, Jr., Ph. D. |                        |
| 2003                                     | Lewis Sears               |                        |
| 2005                                     | Larry C. Pough            | Ernest R. Goode, Jr.   |

As of August 25, 2013

## **Appendix E**

### **THE TALENT HUNT IDEA**

Omega Psi Phi Fraternity, Inc. Talent Hunt idea was created in the Fraternity's Sixth District (North and South Carolina) in 1945 and the first District Talent Hunt Program was held in Charlotte, North Carolina, on April 19, 1946. The need for such a program was born out of the unequal opportunity afforded to some American youths to develop and give full expression to their talents.

The original statement of the Talent Hunt idea included this expression: "Creative and outstanding capacities in any honorable activity should be eligible for consideration." In presenting the first public program, the displays of talent were limited to the field of music.

The Talent Hunt idea has become one of Omega Psi Phi Fraternity's international projects, with all graduate chapters mandated to conduct an Annual Talent Hunt Program. On the local and district levels, the project is competitive. At the international level, the program is a demonstration. The international program showcases district winners, who by their talent, diligence, ability, and potential appear as guests of the fraternity. At this stage of our growth, the Talent Hunt is proceeding on the international level along three lines:

- 1) At each session of the Grand Conclave, a Talent Hunt demonstration is presented to the public.
- 2) In addition, Omega is also interested in what it calls a "Fundamental Search for Talent." Here the Fraternity hopes to develop the process and resources through which it can help discover and provide assistance, as may be needed, to young people who have shown and possess talents of outstanding and exceptional quality. The field of interest will not be limited to music but all areas of the performing arts.
- 3) In our projected planning, we hope to further encourage the contestants on our Talent Hunt programs by recommending them to our chapters and other organizations throughout the United States for presentations in their respective communities.

Omega Psi Phi Fraternity Talent Hunt contestants have appeared on the Ted Mack Original Amateur Hour, at the Apollo Theater, Radio City Music Hall, Philadelphia Academy of Music, Philadelphia Civic Center, New York City, Washington, DC Centers for the Performing Arts, the Eastman Theater, etc.

The Talent Hunt program has been very rewarding to the brotherhood of Omega Psi Phi Fraternity, Inc. and too many talented youth. We will continue to search for and support our gifted youth!

As of August 25, 2013

## **Appendix F**

### **JOB DESCRIPTION**

**Job Title:** Omega Psi Phi Talent Hunt Chairman

**Job Level:** International, District, State and Chapter

**Job Summary:** Responsible to implement, manage, and conduct a fully integrated Talent Hunt Program. Utilized documented methods and procedures to bring consistency to the program. Conduct annual reviews and update as required for the purpose of continuous improvement of the Talent Hunt process.

#### **Duties and Responsibilities:**

The various areas of responsibilities for the Talent Hunt Chairman are leadership, organization, and oversight.

1. To review, implement and maintain a process to ensure consistency in the use of the Talent Hunt guidelines for conducting the Talent Hunt programs of Omega Psi Phi.
2. Review and benchmark the best practices utilized in implementing the Talent Hunt Programs and communicate those practices to all Talent Hunt Chairmen.
3. Manages the documentation and archiving of both printed and electronic data utilized for the Talent Hunt program.
4. Communicate verbally and in written format to various levels of people. Maintain regular contact with committee members through the giving and receiving of information.
5. Coordinate various areas of responsibility and stay abreast of requirements and issue encountered by individuals working with the Talent Hunt program.
6. Create and submit budget to appropriate person for approval. Manage all spending activities associated with the committee.

**Skills Set:** Excellent organization skills  
Good leadership skills  
Good Communication skills at all levels  
Computer literate

Musical or Fine Arts background a benefit but not required  
Goal/ task oriented  
Ability to work with a cross functional team  
Ability to meet time lines  
Visionary, open to new ideas

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## **Appendix G**

The Talent Hunt Activity Report was developed to track the number of students participating in the annual Talent Hunt Programs throughout the Districts. The report is also used to compile the total cash value of the scholarships distributed in the local chapters as well as the districts. The District Talent Hunt Chairman will include this chart as part of the Annual Talent Hunt report.

| <b>Talent Hunt Activity Report</b>   |   |  |  |  |   |
|--|---|--|--|--|---|
| <b>To determine the level of activity in our mandated Talent Hunt program, for the year, each District Talent Hunt Chairmen is to provide the following information to the ITHC Chair and Co-Chair on an annual basis:</b> |   |  |  |  |   |
| <b>Year</b>  | <b>Total number of local competitions held.</b> | <b>Total number of student participants at the local level</b> | <b>Total amount of local scholarship money awarded</b> | <b>Total number of students participating at the District level.</b> | <b>Total amount of District scholarship money awarded</b> |
| <b>2013</b>  |   |  |  |  |   |
| <b>2012</b>  |   |  |  |  |   |
| <b>2011</b>  |   |  |  |  |   |
| <b>2010</b>  |   |  |  |  |   |
| <b>2009</b>  |   |  |  |  |   |
| <b>2008</b>  |   |  |  |  |   |
| <b>2007</b>  |   |  |  |  |   |
| <b>2006</b>  |   |  |  |  |   |

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## **Appendix H**

### **Revision History**

- **1953** – Guidelines created for 1<sup>st</sup> National Talent Hunt Demonstration. Participation limited to high school seniors.
- **1969** – Operation of program on all levels (Local, District and National). Participants expanded to grades 9 – 12.
- **1979** – National Talent Hunt changed from demonstration to a competitive event.
- **1987** – National Talent Hunt Guidelines incorporated into a handbook which all chapters and districts were mandated to use. National Talent Hunt changed from competitive to demonstration.
- **2006** – National Talent Hunt Guidelines changed to International Talent Hunt Guidelines. Adjudicator forms revised. Art category added. Application revised.
- **2006** – Added list of members to appendix. Updated Talent Hunt Committee members for 7<sup>th</sup>, 10<sup>th</sup>, 12<sup>th</sup>, and 13<sup>th</sup> District.
- **2008** – Updated list of Talent Hunt Committee members, included address corrections. On page 7 of the Guidelines, the name of "Brother William H. Pettis" appears. The name should be "Brother Willis H. Pettis.
- **2009** – The following changes were made during the 2009 Committee Guidelines review and meetings.
  - Updated revision date on front cover and in footnote.
  - The names of the members of the International Talent Hunt Committee were updated.
  - New e-mail addresses were updated on the roster to include “oppf” email account for all committee members.
  - Art categories were revised to include drawing and painting. The adjudicator art form was updated to reflect category changes.
  - Piano Solo adjudicator form was updated to reflect change from “tone” to “pedal technique” as a judging criterion.
  - The use of recorded track music was defined.
  - A CD/ music sheet was added to the guidelines for tracking recorded music requirements and judges’ use of music sheets (scores).
  - Parental Release and Consent form added to guidelines.
- **2012**-Updated the history through 2012.
  - Recommended fraternity member not serve as chaperone for member of



- opposite sex without approval from District Counselor.
- Student using printed scores cannot win 1<sup>st</sup> place.
- Art students are to present 3 to 5 pieces.
- Clarified the number of adjudicators recommended

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- No flash pictures during student performance

### **Appendix H - Continue**

### **Revision History**

- No guest admitted during student performance, enforced by ushers.
- Updated “Appendix C - 2012-2013 Talent Hunt Committee roster”
- Added “Appendix D - Past International Talent Hunt Chairmen”
- Added “Appendix F - Talent Hunt Chairman Job Description”
- Added “Appendix G - Talent Hunt Activity Report”
- **2013-** Updated to include distribution of cash award during non conclave year
  - Added electronic pdf forms
  - Updated history through January 2013

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## **APPENDIX B**



(A Living Document)

# **Omega Psi Phi Fraternity, Inc. Protocol and Etiquette Manual**

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This Document was presented to and approved by the Supreme Council on July 5, 2012 and will be revised annually

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# Omega Psi Phi Fraternity, Inc. Protocol and Etiquette Manual

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## INTRODUCTION



*“Omega Psi Phi Fraternity is not a status club, but a fraternity; a Brotherhood of high minded, serious thinking, noble living men; leaders not followers, makers of policy and molders of opinion. Let us never forget that we’re developed out of the friendship of three young men and a young college professor.”*

*-Honorable Edgar Amos Love-*

The words above of one of our founders and the first Grand Basileus of the Omega Psi Phi Fraternity sets the stage for this International Protocol and Etiquette Manual. In recognition of our beloved Fraternity’s first 100th year of existence, this document is written to remind Brothers of the original vision of our Founders regarding brotherly conduct within and external to the organization.

This protocol and etiquette manual is designed to provide the Brothers of the Omega Psi Phi Fraternity, Inc. with the proper manner in which we should behave and act, as we are all ambassadors for the Omega Psi Phi Fraternity, Inc. However, enforcement of the policies and procedures in the manual will not necessarily be punitive. Enforcement may simply mean a simply phrase like, “Do thy duty.”

Organizations who wish to preserve and protect their brand, always outline rules of protocol and etiquette. Accordingly, the following codes of protocol and etiquette are a means of showing respect for our Fraternity and other persons and/or organizations.

It is the individual responsibility of every Brother to protect the brand and good name of the Omega Psi Phi Fraternity, Inc. Brothers are reminded to remember the oath taken upon entry into the sacred fold of Omega and the obligations and promises made to the Fraternity. It is the intent that the policies and procedures in this manual will make it clear that unacceptable behavior that brings harm to the Fraternity or any person, be they a member of the Fraternity or not, is not condoned by the International Headquarters of Omega Psi Phi Fraternity, Inc. This declaration further absolves the organization of any potential liability associated with such behavior.

Rules regarding general protocol and etiquette will be included in this International Omega Psi Phi Fraternity, Inc. Protocol and Etiquette Manual. All chapter members should be trained on this manual. This manual will be updated annually by the International Protocol Committee.

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## SECTION I. General Information

The Omega Psi Phi Fraternity, Inc. is governed by its Constitution and By-Laws and its Ritual. Procedural manuals, handbooks and committee guidelines assist in the proper implementation of Fraternity business. However, there remains the need to establish rules of decorum, courtesy, and propriety. The information being presented in this manual is to help Brothers better understand and adhere to our Protocol procedures.

Webster's New World College Dictionary – Fourth Edition, defines protocol as: "The code of ceremonial forms and courtesies of precedence, etc. accepted as proper and correct in official dealings as between heads of state or diplomatic officials." Also, it addresses the practice and processes of giving proper respect and recognition to officers and guest.

This protocol manual is developed in an effort to provide a common set of procedures for the Omega Psi Phi Fraternity, Inc. The manual includes official policy and procedures regarding general brotherly conduct and Protocol which is to be exercised in formal and informal settings. This manual is not designed to provide punitive actions for non-adherence in all instances.

This manual is organized with the intent of delineating the responsibilities of every Omega Man as it relates to proper protocol and etiquette in addressing and interacting with international officers and other dignitaries; official attire of Omega Men and the proper wear of other fraternity regalia; meeting decorum and protocol; ceremonial event decorum and protocol; conduct of public media events; and standard of personal conduct.

## SECTION II Responsibilities of Every Omega Man!

The men of Omega must understand and adhere to basic rules of protocol and etiquette in this ever-changing world of informality and anything goes. Throughout our first 100 years, Omega Men have been leaders in education, politics, business, and our communities in general. We have not been mere followers of the current fads or trends. As we enter the next 100 years of our beloved Fraternity, we must be sure to represent basic principles of decorum and conduct through understanding and implementation of basic rules of etiquette and protocol. This manual thus includes the "Basic Tenets for Omega Men Rules of Etiquette and Protocol and All Brothers should know and use them!

1. Proper Protocol in Addressing and Interacting with International Officers and other Dignitaries.
  - a. Due recognition and respect should be shown to Omega Officers in the following sequence:
    - i. Grand Basileus
    - ii. First Vice Grand Basileus
    - iii. Second Vice Grand Basileus
    - iv. Grand Keeper of Records and Seal
    - v. Grand Keeper of Finance
    - vi. Grand Counselor
    - vii. Grand Chaplain
    - viii. Grand Marshal
    - ix. Former Grand Basilei (In descending numerical Order)
    - x. Undergraduate Representatives to the Supreme Council
    - xi. District Representatives (sequential order is not important in the recognition of



- District Representatives. However at certain events they do sit in numerical order)
- xii. 1<sup>st</sup> District Representative
  - xiii. 2<sup>nd</sup> District Representative

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- xiv. 3<sup>rd</sup> District Representative
- xv. 4<sup>th</sup> District Representative
- xvi. 5<sup>th</sup> District Representative
- xvii. 6<sup>th</sup> District Representative
- xviii. 7<sup>th</sup> District Representative
- xix. 8<sup>th</sup> District Representative
- xx. 9<sup>th</sup> District Representative
- xxi. 10<sup>th</sup> District Representative
- xxii. 12<sup>th</sup> District Representative
- xxiii. 13<sup>th</sup> District Representative

- b. All Omega Men should show a certain amount of deference to Brothers who hold an elected or appointed position. As a general rule, Brothers should always stand upon the entry and/or introduction to the room of the Grand Basileus or Former Grand Basilei at the international level; or District Representatives, at the district level. The highest-ranking elected Omega Officer (Grand Basileus; Former Grand Basilei; elected International Officers and District Representatives) present at an official function should at all times be granted the respect, courtesies and amenities befitting the office. Additionally, Brothers should address each other with dignity and respect at all official functions and unofficial gatherings. In cases where the spouse of the elected Omega Officer is present, she should be recognized, as well.
- c. Upon introduction and entry into a room of a International Officer or the District Representative, all assembled should always rise and receive the highest ranking officially elected officer when he first enters a room during an official function (provided he is the highest ranking officer at the function or the function is in his territory, i.e. District Representative during District Meetings/Conferences.). The Officer has the option to ask the Brothers to “KEEP YOUR SEATS” in cases where he does not wish for them to stand, or when he enters a room in the middle of a meal; a formal presentation or speech or other occasions where the standing of Brothers would interrupt the flow of the meeting.
- d. All Brothers, International, District, and Chapter Officers are always addressed as Brother (using title or name) i.e. Brother Grand Basileus, Brother Grand, or Brother Ray.
- e. Other dignitaries present at official Omega ceremonies or events should be addressed and afforded the courtesies commensurate with their status. Government official current and past should be address with their highest title, i.e. Brother Governor Douglas Wilder or Brother Steven Jones, Esquire.
- f. The seating of Omega Officers and other dignitaries will be addressed later in the sections of the manual that address the conduct of official meetings and ceremonies.

## 2. Standards of Personal Conduct

- a. The men of the Omega Psi Phi Fraternity, Inc. must carry themselves in a manner at all times that reflects the high ideals of the Fraternity. Brothers need only look to the preamble to the Fraternity Constitution and Bylaws to glean our purpose and how we should interact amongst

ourselves and with others. Brothers are to fully realize that their every action not only represents them, but the entire Fraternity.

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*We, the members of the Omega Psi Phi Fraternity, Inc. believing that men of similar ideals of fellowship should bind themselves together in order to form a more perfect union among college men; to **promote** the principles of **manhood, scholarship, perseverance and uplift**; to **further brotherly love** and spirit within the organization; and to **protect** the sanctity of the **home** and the **chastity of womanhood**, do enact and establish this Constitution and accompanying Bylaws for the governance of its members.*

-Preamble to the Omega Psi Phi Fraternity Constitution-

- b. Our preamble to the constitution charges us all to let our daily actions in dealing with Brothers and others to be governed by our striving to uphold the four cardinal principles of the Fraternity: Manhood, Scholarship, Perseverance and Uplift. It further requires we promote the spirit of brotherly love. The common practice of **“Wrecking”** (physical violence between Brothers) is inconsistent with Omega and the its founding principles. Under no condition should a Brother cause physical harm to another Brother. Any Brother that causes physical harm to another Brother does not understand the organization that he professes to love *“till the day he dies.”*
- c. The Fraternity in unison with the other organizations of the National Pan-Hellenic Council, Inc. (NPHC) is committed to nurturing the ideals of brotherhood in an atmosphere of responsibility and respect. In 1990, the member organizations of the NPHC jointly agreed to disband pledging as a form of admission. Accordingly, the Fraternity unequivocally forbids **hazing** of those who seek admittance and will take appropriate action against those that perpetuate hazing.
- d. As a general rule, proper respect should be given to a Brother when introducing yourself or addressing a Brother. After a Brother has been properly identified through the official challenge as espoused in the ritual, Brothers should always introduce themselves as Brother (state your name), your number, your year of initiation, and your chapter of initiation. It is improper introduce yourself or call another Brother “Dog, Dawg etc.” In an informal setting (e.g. a shopping mall or public establishments), a Brother does not have to address another Brother using a formal title. It is also appropriate for a Brother to refer to another Brother as “frat/bruh/Que”, in an informal setting. We must respect each other and always remember we are Omega Men, first.
- e. From its inception, the Fraternity has sought men of high ideals that reflect the character of our four Cardinal principles. Accordingly, the Fraternity does not condone the use of **any illegal drugs or substances**. Omega Psi Phi Fraternity, Inc. position is that the sale or consumption of any illegal drugs or substances at any event on campus or at any student’s residence or other facility is strictly prohibited.”
- f. Men of Omega should not abuse alcohol or use illegal drugs. It is especially important, among college chapters, that Brothers have a clear understanding of the legal drinking age in the state where they live and the state where their school is located. The Fraternity strongly suggests that every college chapter offer educational programs specifically addressing the problems of and solutions to substance abuse on or around the local campus. Chapters should become acquainted with the State “Dram Shop” laws under which, fraternities and sororities may be held liable for the

behavior of persons served liquor during fraternal social functions. In simple language, “Dram Shop” laws provide that if a person receives liquor from a

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fraternity and as a result injures someone or damages property, the Fraternity could be legally liable for that person's action. In those states which have raised the legal drinking age to 21 years, it is illegal to serve liquor or alcoholic beverages to anyone under that age whether they pay for it or not." Omega Men should NEVER use illegal drugs or abuse alcohol. Brothers should use discretion with alcohol consumption in public while wearing Fraternity regalia.

- g. Use of Official Omega Emblems and Insignia's is prohibited without the expressed approval of the International Headquarters. The Name of Omega Psi Phi and the Greek letters "ΩΨΦ" are registered and trademarked symbols of the national organization, and as such, the use of these symbols without the consent of the International Headquarters is prohibited. All Brothers should respect and become familiar with the purpose and use of these symbols.
- h. Use of the Omega Hymn and Songs should be at appropriate times and settings. The Omega Hymn is generally sung at official Omega events such as meetings, official functions, memorial services, etc. The should not be sung at Weddings. In lieu of singing the hymn, the Brothers should sing the "Omega Sweetheart Song". All Brothers should know the official Omega Hymn and Sweetheart Song. The singing of the Hymn is limited to official Omega functions and is not to be altered in any way. Brothers are to stand during the hymn and encircle, if it is deemed appropriate. Brothers are to refrain from publically singing songs that have vulgarities or are demeaning to women.
- i. The Ritual of Omega Psi Phi Fraternity, Inc. includes the official secrets of the fraternity. Rituals are fraternity property and chapters should maintain accountability of this document. Brothers should not quote any parts or portions of the Ritual in public, make copies of the Ritual, save or pdf the Ritual on electronic devises, nor reduce it to writing.

### 3. Official Attire of Omega Men and Proper Wear of other Fraternity Regalia

- a. The official attire for all Omega Men is defined as: a dark suit (black or navy blue); a white dress shirt; a solid Royal Purple tie; black socks, and black dress shoes. Unless stated otherwise, official Omega Attire is required for all official Omega Psi Phi Fraternity, Inc. functions. A Brother not properly attired should not participate in a function calling for Official Omega Attire. This includes functions such as Omega Memorial Services, appearance on public programs, and official pictures. All official fraternity chapter pictures should be taken in "official Omega Attire." A Brother without appropriate dress should be excluded from the picture. Where feasible and necessary, it is recommended that chapters attempt to take an official chapter picture each year for historical purposes.
- b. While the above prescribes the official Omega attire, the below are guidelines for other occasions.
  - i. FORMAL ATTIRE:
    - 1. Mess Dress – Military
    - 2. Black Tuxedo, white formal shirt, royal purple bow tie, black tuxedo or dress shoes, black socks

- ii. INFORMAL ATTIRE:
  - 1. Class A Uniform (Dress) – Military

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2. Dark Suit (Black or Navy Blue), white dress shirt, royal purple tie, black dress shoes, black socks (no jeans)
- iii. BUSINESS ATTIRE:
  1. Suit, sport coats or jacket including Omega Purple or Gold Blazers, shirt and tie, dress pants, dress shoes, socks (no jeans or other tattered wear or boots)
- iv. BUSINESS CASUAL:
  1. Dress or polo collared shirts, dress slacks, dress shoes, socks (no jeans, tattered wear or boots)
- v. PURPLE IN PASSION:
  1. Dress or collared shirts, jackets, sweaters, creative fashion with accented paraphernalia, dress shoes, dress slacks, socks (dress jeans acceptable, no tattered wear or boots)
- vi. OMEGA CASUAL:
  1. Purple paraphernalia collared shirts or tee shirts, tan slacks or shorts, shoes or sandals (no tattered wear or boots)
- c. The Official Badge is defined as the official fraternity pin of Omega Psi Phi Fraternity, Incorporated. Only the official badge is worn over the heart of a Brother. It is placed on the right corner pocket of the dress shirt. Other Fraternity pins should be worn on the left lapel of a suit jacket, blazer or sports coat. The official badge is only worn when a Brother is wearing a tie and a suit jacket, blazer or sports coat. If there is no pocket on the shirt, the badge is attached to the shirt on the left side over the heart. If a vest is worn over the dress shirt, the badge can be attached to this garment on the left side over the heart.
- d. Omega paraphernalia should always be worn in a respectful manner and is never to be worn or carried by a non-brother. Brothers should not desecrate paraphernalia or wear tattered military fatigues. It is to be destroyed by burning (if weathered, torn, or in disrepair), given to another Brother or returned to the local chapter or the International Office upon the transfer of a Brother to the Omega Chapter. Each Brother is personally responsible for protecting the privacy of Omega Psi Phi paraphernalia and should include its disposition in his estate plan.
  - i. Vendor pins should only be purchased from vendors certified by the International Headquarters of the Omega Psi Phi Fraternity, Inc. Brothers should always ask vendors to display their official Omega vendor license prior to any purchase. Brothers should inspect each pin prior to purchase to assure that it is graphically correct and in good taste.
  - ii. Other items of paraphernalia should only be purchased from vendors certified by the International Headquarters of the Omega Psi Phi Fraternity, Inc. Brothers should always ask vendors to display their official Omega vendor license prior to any purchase. A list of approved vendors is located at Appendix 1. Vendors found selling Omega paraphernalia without proper license should be referred to the International Headquarters. Brothers



should inspect each item prior to purchase to assure that it is graphically correct and in good taste.

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- iii. Omega paraphernalia is always worn in a respectful manner and should not be worn if it is weathered, torn, or in disrepair.
- iv. Brothers are allowed to wear any combination of Fraternity approved paraphernalia. e.

All Fraternity property of the International Headquarters transmitted to the custody of the chapter (or Brother) for its use, as provided herein, shall remain the property of the International Headquarters subject to recall or removal in the event of the chapter's (or Brother's) suspension or deactivation. The chapter's officers shall have the absolute responsibility and obligation to maintain the custody and control over the Fraternity issued property when so requested by the International Headquarters or District Representative pursuant to our Constitution.

- f. Each Brother is personally responsible for protecting the privacy of Omega Psi Phi Fraternity Inc. issued property and paraphernalia:
    - i. Once initiated, each Brother should discuss the disposition of their Omega property and paraphernalia with their loved ones in the event of their demise.
    - ii. Part of any Brother's estate planning should be the designation of an Omega Brother to receive his paraphernalia or instructions for his loved ones to contact the local chapter for disposition.
  - g. Brothers should be vigilant in the disposal of unusable paraphernalia. Once paraphernalia is no longer usable, the material should be destroyed by burning to prevent it from getting into the hands of a non-member or even worst, end up being traded on an on-line auction site such as E-Bay.
  - h. The local Chapter shall be responsible for retrieving paraphernalia after a Brother enters Omega Chapter: Thirty days (30) after a Brother enters Omega Chapter, the local chapter or chapter advisor should send a letter to the family inquiring about the disposition of paraphernalia. If there is no response from the family in thirty days (30), the local chapter Basileus should contact the family, verbally. Once used paraphernalia is received, it should be added to the chapter's archives, sent to the Corporate Headquarters or disposed of by burning. NOTE: The family should not be harassed in any way.
4. Proper Meeting and Ceremonial Decorum and Conduct
- a. Official Omega meetings and ceremonies include, but are not limited to, Grand Conclaves, District Meetings/Conferences, and chapter meetings, initiations, mandated programs that include a ceremony. Omega men are aware of the privacy designation of all official ceremonies and meetings as outlined in our Ritual. Protocol associated with such ceremonies and meetings are always followed.
  - b. There are two types of ceremonies and meetings: public and private. A public ceremony or meeting is one in which the general public is invited to participate. In those cases, local and community leaders as well as members of the Pan-Hellenic Community may be invited to participate. The public ceremony or meeting will be addressed in the next section.

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c. Proper Meeting Decorum and Conduct

- i. All officers shall conduct regularly scheduled meetings at the International, District and Chapter level as prescribed in our Constitution, policy and procedures manual.
- ii. In all cases timely notice shall be given to the Brotherhood and an agenda shall be published that includes the following as a minimum. All meetings of the Omega Psi Phi Fraternity, Inc shall be opened and closed with prayer.
  1. Opening Ceremony
  2. Roll Call
  3. Reading of Minutes from previous meeting
  4. Reports of Committees
  5. Old Business
  6. New Business
  7. Closing Prayer
- iii. For official Omega meetings at all levels attention should be given to the proper seating of officers. The presiding officer is seated in the center place or the first place right of center. The guest of honor is seated to the right of the presiding officer. When two head tables are necessary, International or District officer and honored guest are seated at the upper dais and the program participants and other guest are seated at the lower dais.
  1. Formal Seating for Grand Conclaves:
    - a. The Grand Basileus shall be seated to the immediate right of the podium.
    - b. All former Grand Basilei shall be seated immediately behind the Grand Basileus.
    - c. The First Vice Grand Basileus and the Grand Keeper of Records and Seal shall be seated to the right of the Grand Basileus.
    - d. The Keeper of Finance, the Second Vice Grand Basileus, the Grand Counselor, and the Grand Chaplain shall be seated to the left of the Grand Basileus.
    - e. The Grand Marshal shall occupy a seat near the Grand Basileus.
    - f. Former Grand Officers shall be seated on the upper dais directly above the Grand Basileus and given due recognition.
    - g. The delegates and visiting Brothers shall be seated in the assembly hall facing the Grand Basileus, preferably arranged by Districts headed by the District Representatives and should stand as the head table is introduced. Reserved seating should be identified for District Representatives and delegates.
  2. Formal Seating at District Meetings:
    - a. The District Representative shall be seated to the immediate right of the podium.
    - b. All former District Representatives shall be seated immediately behind the District Representative, or in a prominent position on the front row

in the audience.

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- c. The First Vice District Representative, the District Keeper of Records and Seal, and the District Marshal shall be seated to the immediate right of the District Representative.
- d. The Second Vice District Representative, the District Keeper of Finance, the District Counselor, the District Chaplain, and other officers, including current and former Grand Officers shall be seated to the left of the podium.
- e. The District Keeper(s) of Peace shall be stationed at the door(s) and shall admit only those persons who are members of the Fraternity and others authorize by the District Representative.
- f. The delegates and visiting Brothers shall be seated in the assembly hall facing the District Representative, preferably arranged by Chapters headed by the Chapter Basileus and should stand as the head table is introduced.

### 3. Formal Seating at Chapter Meetings

- a. At all Chapter Meetings, the officers shall be seated in a manner consistent with the arrangement for Grand and District Officers.
  - b. The Chapter Basileus shall be seated at the center of the head table with the Keeper of Records and Seal to his right and the Vice Basileus and Keeper of Finance to his left.
  - c. The Keeper of Peace shall be positioned at the entry doorway to the meeting hall to control access.
  - d. All other guidelines related to members and their conduct and dress shall prevail, as stipulated for Conclaves and District Meetings
- iv. For official Omega ceremonies at all levels attention should be given to the proper adherence of Ritualistic and other fraternal policies and procedures. Official Omega ceremonies and those that are conducted in private where the official Omega Attire is appropriate. Examples of official Omega ceremonies include:
- 1. Initiation Ceremonies
  - 2. Memorial (Private) Ceremonies
  - 3. Rededication Ceremonies d.

### Proper Ceremonial Decorum and Conduct

- i. Ceremonies are a critical part of our heritage as the Omega Psi Phi Fraternity, Inc. It is imperative that such ceremonies are conducted with the greatest degree of professionalism, decorum and adherence to the standard policies and procedures of Omega Psi Phi Fraternity, Inc. The protocol events template in the Appendix 2 of this document should be completed and returned to the International Protocol committee chair for International events and District Protocol Representative for District events. It is highly recommended that chapters adopt this document as an internal checklist of

planning chapter events.

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- ii. Official public Omega ceremonies include, but are not limited to, Chapter Chartering, Public Programs at International and District levels, and other public ceremonies associated with the conduct of our mandated programs, i.e. Talent Hunt or Achievement Week programs.
- iii. The seating paradigm for public ceremonies is the same as outlined above for private meetings and ceremonies. However, the introduction of non-fraternal member requires special accommodation.
  - 1. The guest of honor or speaker is seated to the right of the presiding officer.
  - 2. When two head tables are necessary, the honored guest is seated at the upper dais and the program participants and other guest are at the lower dais.
  - 3. As with private ceremonies, reserved seating should be designated for the spouses and guest of those seated at the head table to include non-fraternal guest.
- iv. Other Consideration for Official Omega Ceremonies and Events
  - 1. The attire for the event should be determined and communicated with the original announcement, per the guidelines identified for formal, semi-formal, business, or casual. The dress code should be strictly enforced by denying admittance to non-conformers.
  - 2. The required seating of fraternity officers and honored guest should be identified and resourced appropriately.
  - 3. An order of introduction must be established based on who is in the audience/attendance. The Grand Basileus should always be the last officer introduced.
  - 4. A list of invitees and an invitation design should be established and confirmation of attendance tracked per response.
  - 5. Confirmation of officers and guest travel plans should include the arrival time, airline, hotel, accommodations, and number of people in the party.
  - 6. Escort officers should be assigned to officers and guest that are responsible for greeting upon arrival, transportation arrangements, providing an itinerary of activities, and any other special requirements.
  - 7. VIP transportation is an area that requires special planning and attention. At a minimum, VIPs should be provided with a transportation itinerary, official identification and parking passes.
  - 8. Determination should be made as to whether a reception, and what type, is

appropriate for the event. There are basically two types of receptions: closed and open.



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- a. With a closed reception, a guest list is required and admittance is by invitation only. Additionally, a closed reception requires the use of a receiving line to greet the guest. If the event calls for a formal receiving line, attention should be paid to the formation of the line to assure a good and uninterrupted flow of traffic, not blocking exits and walkways.
- b. An open reception does not require a guest list or receiving line. c.

Guest speaker coordination should include:

- i. Notification of time a place they are expected to be and any time constraints.
  - ii. Adequate background information on the occasion and a list of dignitaries in attendance.
  - iii. Contact person to address any logistical issues, type of dress and honorarium arrangements
  - iv. Head table seating arrangements
  - v. Allow time to thank the speaker and make arrangement for the proper token of appreciation.
- d. Holding Room or Assembly Room Considerations
  - i. Designate a holding room consisting of an enclosed space/room in close proximity to the main meeting room.
  - ii. Dignitaries should be informed of the location of the room in the formal invitation.
  - iii. A Brother should be assigned to await guests in the main lobby of the facility and escort Dignitaries to the holding room.
  - iv. Water, coffee, tea and appropriate beverages should be placed in the room.
  - v. The host/event chair lines the group up appropriately and leads the processional to the meeting room.
- e. Dais or Head Table Considerations
  - i. The line-up for the dais should permit each person to proceed in an orderly progression to his assigned seat, which

should be clearly marked

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- ii. If the dais is two-tiered, the membership of the lower dais enters first.
- iii. All assembled should rise at the entry of the dais and remain standing until the last person enters and the dais is seated.
- iv. After all persons on the dais have reached their assigned seats, the Presiding Officer in charge of the ceremonies should invite all persons assembled to rise to receive the Grand Basileus or the highest ranking Fraternity Officer present
- v. After the Grand Basileus or the highest-ranking Fraternity Officer present is seated, the program begins.
- vi. Reserved seating should be provided, near the front of the dais for spouses or special guests of dais participants.
- vii. Formal One Tier Seating
  - 1. The position of the Presiding Officer is to the right of the podium, as this person faces the assembly.
  - 2. The guest of honor should be seated to the immediate right of the Presiding Officer.
  - 3. Other dais guests should be seated to the right or left of the persons noted above, balanced in descending order of rank.
- viii. Formal Two Tier Seating
  - 1. The designated Presiding Officers and honored guests should be at the upper dais level, while designated persons such as program participants and other guests are seated at the lower dais level.
  - 2. Consideration should be given to the physical restriction of the participants of the dais or the physical aspects of the room and the visibility of the dais in deciding tier assignment.
  - 3. The use of place cards is recommended for clarity. ix.

Formal Theatre Style Seating

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1. The front row on the left-hand side of the room should be reserved for the Grand Basileus or the highest-ranking Fraternity Officer present.
2. The front row on the right hand side should be reserved for the other elected and appointed Officers in descending order. If possible, individuals should be seated in rank order.
3. The front row in the center aisle of the room should be reserved for the Grand Basileus or the highest-ranking Fraternity Officer present (the left-hand side, if there is not a center aisle).

#### 5. Conduct of Public Media Events

1. The Grand Basileus of the Omega Psi Phi Fraternity, Inc (or his designee) is the official representative of the fraternity. No chapter or Brothers should represent the Fraternity in any media (television, radio, movie, etc.) without the expressed written permission of the International Headquarters.
2. As a minimum, the District Representative should be apprised of all public appearances by local chapters or members when they are speaking in the capacity of a representative of the Omega Psi Phi Fraternity, Inc. This includes interviews, personal appearances, step shows, etc.
3. No Brother or chapter should authorize the use of any symbol of Omega Psi Phi Fraternity, Inc. in any public/media appearance without the expressed written permission of the International Headquarters.
4. Press Release for Official Public and Private Functions
  - i. The host Chapter, or District should plan full press and media coverage activities to include a press release of the event(s) for maximum coverage during visits by the Grand Basileus or other International/District Officers.
  - ii. All official press releases must be approved by the International Headquarters.
  - iii. Local chapters as unincorporated entities of the Omega Psi Phi Fraternity, Inc. are allowed to have press releases for local events that have been coordinated with and approved by the respective District Representatives.
5. As a general rule, Brothers are to remember that their public actions reflect upon the brand and national reputation of the Fraternity. Accordingly, our actions should perpetuate the high ideals of our Founders in dealing with public and social media outlets.

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### **Section III. Summation**

This document was written to ensure that the great heritage enjoyed by the Brothers today is there for future generations of Omega Men. To quote the 39<sup>th</sup> Grand Basileus, Brother Andrew Ray's recollection of a charge from one of the Founders given him and other fellow undergraduate Brothers, "We gave life to this Fraternity; it is up to you young Brothers to ensure that it never dies."

Every Brother of the Omega Psi Phi Fraternity Inc. has the obligation to adhere to the basic guidelines from this manual in order to do his part to perpetuate our Fraternity.

This manual was developed by the 2012 International Protocol Committee:

Dr. Andrew Ray – Grand Basileus  
Gary C. Clark – Chairman  
Kenneth A. Brown – Co-Chairman  
Willie Williams – Draft Author  
Benjamin F. Hill, Jr.  
Harvey L. Woodson, Jr.  
Evan Murray  
Don R. Lee

This Document was presented to and approved by the Supreme Council on July 5, 2012.

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*Appendix 1. Approved list of Vendors for the Omega Psi Phi Fraternity (dated June 22, 2012)*

**Approved Vendor List**

| <b>VENDOR</b>                                    | <b>CITY</b>       | <b>ST. CONTACT_NAME</b>  |
|--|-------------------|--------------------------|
| 1ASH   | Hampton           | VA Ash Anderson          |
| 3Sisters Embroidery LLC                          | Durham            | NC Cathy F. Shepard      |
| Accelerate 100, LLC                              | Wasca             | MN Anita Nelson Alva     |
| International                                    | Mitchellville     | MD Alfonzo Powell B &    |
| J Greek Stop                                     | Atlanta           | GA Jessie Johnson Big    |
| Boy Headgear, Inc.                               | Los Angeles       | CA Joanne Kim            |
| Bow Ties and More                                | Shelby Township   | MI Carole Sales          |
| Briannas Bangles and Beads LLC                   | Frederick         | MD Dawn Stanton          |
| Bringar Specialties                              | FortLauderdale    | FL Thomas Flowers        |
| Buffalo Dallas dba Quality Laser Design          | Stone Mountain    | GA Terrance Miller       |
| Capstone Visions:Embroidery&Screen Printing, LLC | Virginia Beach    | VA Charnette Cade        |
| Collegiate Creators "2011 Series"                | Tallahassee       | FL Brian Harris          |
| Conrado's International, Inc.                    | Woodridge         | VA Conrado Morgan        |
| Creative Options                                 | Atlanta           | GA Anita Harris Custom   |
| Identity, LLC                                    | Atlanta           | GA Renuka Deva DAGE      |
| Emblem LLCd/b/aCustom Creations                  | Orlando           | FL Bill Burrer Design In |
| Stitches   | Milan             | TN Brenda Flakes Divine  |
| Greeks, LLC                                      | Buford            | GA Irene Nicholas        |
| Doghouse of Sports                               | Madison           | IL Michael Parks         |
| Elegance By Darshi                               | Nashville         | TN Darshi Kahlon         |
| Express Design Group/Greekgearcom                | Freeburg          | IL Joseph Tantilla       |
| Goodfoot Creations/Greek World                   | Elgin             | TX Jerome Carter Gotta   |
| Have It Fashions                                 | Petersburg        | VA Jerri Hunter Greek    |
| Dimensions                                       | Beaverton         | OR Ray Moore             |
| Greek4Life                                       | North Little Rock | AR Shedrick Warren       |
| Greek Kulture                                    | Capitol Heights   | MD Eddie Thornton        |
| Greek Nation                                     | Arlington         | TX Kevin Richardson      |
| Greek Valley Wines, LLC                          | Orlando           | FL Kris Walker           |
| Invictus Apparel Company, LLC                    | San Francisco     | CA Aaron Duncan          |
| It's All Here                                    | College Park      | GA Eddie Garner          |
| J.E.F.F. Enterprises, Inc.                       | Atlanta           | GA John Fuller           |
| JoNa Enterprises                                 | Upper Marlboro    | MD John M. Archield      |

Klever Ideas, LLC

Hendersonville TN Marcus J. Woods

---

Krimson by Kwame

Cincinnati

OH Corwyn Thomas

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|                                    |                      |                             |
|------------------------------------|----------------------|-----------------------------|
| L&O Greek Specialties              | Birmingham           | AL Maynard V. Odum          |
| Marketing N Effect                 | Milan                | IL Marcus Ballard           |
| Nalia Nation, LLC                  | Cleveland            | OH Kenneth Clemons          |
| Old School Wood                    | Eastover             | NC Marcus Washington        |
| Paper Niche, LLC                   | Plantation           | FL Rhonda Johnson           |
| Penz By Design, Inc.               | Duluth               | GA Stacy Robinson           |
| Pledge Stones, LLC                 | Woodbridge           | VA D'Vell Garrison          |
| Rare Edition                       | Hattiesburg          | MS Joann& David Wynn        |
| Savage Promotions, Inc.            | Steelton             | PA Kim Savage               |
| SAY Marketing and Promotions       | Adelanto             | CA Stuart C. Young          |
| Skeegee Creations                  | Carson               | AK Tony Collins             |
| Silver, Etc.                       | Riverdale<br>West    | GA Pata Crenshaw            |
| Something Greek                    | Hempstead            | NY Scott McManus            |
| TACAM Inc.                         | Houston              | TX Anthony Spriggins        |
| The Anterior Group, LLC            | Cleveland<br>Heights | OH Rahman Adeen             |
| The Cultural Exchange              | Chesterfield         | VA Warith Alkebu-Lan        |
| Torruella-Quander Gallery, Inc.    | Washington           | DC Rohulamin Quander        |
| Tri-City Embroidery                | DeSoto               | TX C W Burruss              |
| Turf Gear                          | San Leandro          | CA Gerald Brown             |
| We Got Greek(We Got U Cover'd)     | Fort<br>Washington   | MD Tyrone&Felicia<br>Ruffin |
| Wikisio Inc. d/b/a One Greek Store | Gainesville          | FL Nick Leung               |
| Worldwide Origins                  | Macomb               | MI Vanessa Lacewell         |

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*Appendix 2. Protocol Events Template for the Omega Psi Phi Fraternity 78<sup>th</sup> Grand Conclave*

2012 Grand Conclave Event Protocol Template  
Omega Psi Fraternity, Inc. Minneapolis,  
Minnesota



Return this package electronically to:  
Gary C. Clark International  
Protocol Chairman by Monday,  
May 28, 2012  
e-m mail: [gary.carstellio4u@verizon.net](mailto:gary.carstellio4u@verizon.net)

301-580-5102 – Cell

The International Protocol Committee is requesting this information to provide the Grand Basileus Protocol Notes for the events associated with the 2012 Grand Conclave. You are requested to return this information electronically no later than Monday, May 28, 2012.

Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Contact Name: \_\_\_\_\_ e-mail \_\_\_\_\_ cell \_\_\_\_\_

2nd Contact Name: \_\_\_\_\_ e-mail \_\_\_\_\_ cell \_\_\_\_\_

Will the Grand Basileus be required to attend? Yes \_\_\_\_ No \_\_\_\_

\*\*If Yes, what role to you wish him to perform?

\*\* Confirmation on the Grand Basileus attendance will be provided to you.

Attire: (See Attached Attire Chart) \_\_\_\_\_

Reception: Yes \_\_\_\_ No \_\_\_\_

If Yes Type: Closed \_\_\_\_ Open \_\_\_\_

If Closed:

1. Provide guest list on page 5
2. Have invitations been sent? Yes \_\_\_\_ No \_\_\_\_
3. Who will be in the receiving line? (list separately on page 6)

Security:

- Are there dignitaries that will be traveling with their own personal security? Yes \_\_\_\_ No \_\_\_\_ (list separately on page 10)

- All dignitaries traveling with their personal security shall be put in contact with Omega's security coordinator to arrange their particular security needs.
- Reserved parking passes shall be obtained from the security coordinator or his designee.

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#### Invited Dignitaries & Guest:

- List names of confirmed attendees (list separately on page 7)
- Provide travel plans for each confirmed attendee
  - Arrival Time
  - Airline or Train Station
  - Hotel Accommodations
  - Number of persons in traveling party
- Assign a host for each invited guest
  - Host responsibility
    - Greeting guest upon arrival
    - Provide transportation to and from airport or train station
    - Provide invited guest with itinerary of activities and any special instructions

#### Guest Speakers and Presenters

- Are there any guest speakers and/or presenters
  - Yes \_\_\_\_\_ No \_\_\_\_\_

If yes:

1. Shall be notified as to the time and place that they are expected to be present at the activity, which they are presiding over
2. Shall be provided with any time constraints/limitations
3. Shall be provided with adequate background information on the occasion
4. Shall be provided with a list of dignitaries in attendance
5. Shall be provided with a contact person to troubleshoot any logistical issues
6. Shall be provided, well in advance with the head table seating arrangements
7. All presenters shall be identified for the occasion
8. Shall be provided with type of dress and honorarium arrangements

#### Thanking the Speaker

1. Time is allowed for the assembly to applaud
2. A brief thank you is expressed by the person who introduced the speaker
3. The presiding officer may add brief words of appreciation
4. Thank you notes are sent promptly by the proper authority

#### VIP Transportation

1. VIP's shall be provided with parking passes for vehicles
2. VIP's shall be provided with an official identification
3. VIP's shall be provided with a transportation itinerary

Will there be a meal function? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes:

- Will there be a head table: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes:

- List the names and titles of those sitting at the top tier (page 8)
- List the names and titles of those sitting at the bottom tier (page 8)

How many reserved tables will you need? \_\_\_\_\_

- List the names and titles of those folks to be seated at the reserved tables. (list separately

on page 9)

Are there other seating requirements for this event? Yes \_\_\_\_ No \_\_\_\_

If yes: How many seats are needed? \_\_\_\_\_

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Please list any additional special needs for the event.

**Closed Reception Guest List**

Add additional pages if necessary:

| Name | Title (If appropriate) |
|------|------------------------|
|------|------------------------|

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

**Individuals in Receiving Line**

| Name | Title (If appropriate) | No Receiving Line Required |
|------|------------------------|----------------------------|
|------|------------------------|----------------------------|

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.

- 14.
- 15.

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- 16.
- 17.
- 18.
- 19.
- 20.

**Confirmed Dignitaries**

| Name | Title (If appropriate) |
|------|------------------------|
| 1.   |                        |
| 2.   |                        |
| 3.   |                        |
| 4.   |                        |
| 5.   |                        |
| 6.   |                        |
| 7.   |                        |
| 8.   |                        |
| 9.   |                        |
| 10.  |                        |
| 11.  |                        |
| 12.  |                        |
| 13.  |                        |
| 14.  |                        |
| 15.  |                        |
| 16.  |                        |
| 17.  |                        |
| 18.  |                        |
| 19.  |                        |
| 20.  |                        |

**Seating at Head Table**

If more than ten at each tier, please add additional people

| Name                        | Title (If appropriate) |
|-----------------------------|------------------------|
| TOP TIER: (No More Than 20) |                        |
| 1.                          |                        |
| 2.                          |                        |
| 3.                          |                        |
| 4.                          |                        |
| 5.                          |                        |

- 6.
- 7.



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- 8.
- 9.
- 10.

**BOTTOM TIER: (No More Than 20)**

- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

**Reserved Seating**

| Name | Title (If appropriate) |
|------|------------------------|
| 1.   |                        |
| 2.   |                        |
| 3.   |                        |
| 4.   |                        |
| 5.   |                        |
| 6.   |                        |
| 7.   |                        |
| 8.   |                        |
| 9.   |                        |
| 10.  |                        |
| 11.  |                        |
| 12.  |                        |
| 13.  |                        |
| 14.  |                        |
| 15.  |                        |
| 16.  |                        |
| 17.  |                        |
| 18.  |                        |
| 19.  |                        |
| 20.  |                        |

**Confirmed Dignitaries Security Detail**

Security Person Name

Dignitary Representing

- 1.
- 2.

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- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

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# APPENDIX C

## MEMBERSHIP SELECTION PROCESS

OMEGA PSI PHI FRATERNITY, INCORPORATED

*Omega World Center  
3951 Snapfinger Parkway  
Decatur, GA 30035-3203*

### CONTENTS

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EDUCATION PHASE

THE SELECTION PROCESS GUIDE FOR MEMBERS

MEMBERSHIP SELECTION PROCESS FORMS

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## **OMEGA PSI PHI FRATERNITY, INC**

### **MEMBERSHIP SELECTION PROCESS MANUAL**

This manual is an instructional guide to the Membership Selection Process. It is to be kept confidential and used intelligently to meet the challenges required to enter "OMEGA PSI PHI FRATERNITY, INC."

The manual is to be returned to the chairman upon completion of requirements for initiation into the Fraternity or when becoming inactive as a prospective candidate.

Please complete the following information.

Name \_\_\_\_\_ Meeting \_\_\_\_\_ Date \_\_\_\_\_

Membership Chairman signature \_\_\_\_\_

Mentor signature \_\_\_\_\_

Name \_\_\_\_\_ Meeting \_\_\_\_\_ Date \_\_\_\_\_

Membership Chairman signature \_\_\_\_\_

Mentor signature \_\_\_\_\_

Name \_\_\_\_\_ Meeting \_\_\_\_\_ Date \_\_\_\_\_

Membership Chairman signature \_\_\_\_\_

Mentor signature \_\_\_\_\_

Name\_\_\_\_\_Meeting\_\_\_\_\_Date\_\_\_\_\_

Membership Chairman signature\_\_\_\_\_

Mentor signature \_\_\_\_\_

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## EXECUTIVE SUMMARY MEMBERSHIP SELECTION PROCESS

### 1. SELECTION OF PROSPECTIVE CANDIDATES

- ❖ Chapter votes to hold Membership Selection Process
- ❖ Names of prospective candidates are forwarded to the Basileus in the form of a letter, **with addresses**.
- ❖ Request approval from District Representative to conduct Membership Selection Process, **(Forms 105 and 53)**.
- ❖ District Representative has three days to respond on Form 1

### 2. PRESENTATION OF PROSPECTIVE CANDIDATES

- ❖ Sponsors recommend prospective candidates
- ❖ Chapter votes to approve prospective candidate names
- ❖ Approval of prospective candidates must be by a majority of certified financial members present
- ❖ Approved names are forwarded to the District Representative with three days to respond on Form 105 and Chapter Roster - Form 53, Portfolio Form (Nomination Form)
- ❖ Only approved names are to be forwarded from the District Representative to the Membership Selection Chairman

### 3. INFORMATION SESSION

- ❖ Letter of invitation is mailed to each approved prospective candidate and should include the date, time, and place of the Information Session as well as the total cost of initiation and transcript requirements.
- ❖ Prospective candidates attend Information Session
- ❖ Admission by invitation only, .
- ❖ Fixed agenda (History, Constitution, Purpose, and Requirements)
- ❖ Acknowledgement and Indemnification Agreement is mailed to parents/guardians for prospective candidates under the age of 21
  - ❖ Notification shall be given, **all participants shall wear a dress shirt, dark coat, and a tie.**

to each college/university detailing a list of approved prospective candidates

- ❖ Prospective candidates sign indemnification forms
- ❖ Distribute *Application For Membership* - Form 9A
- ❖ Distribute Educational materials
- ❖ Inform of medical requirements

- ❖ Inform of academic requirements
- ❖ Prospective candidates acknowledges and agrees to random lie detector tests
- ❖ Inform that three letters of recommendation from the community at large are required (May or may not be financial brothers)

#### **4. PROCESSING OF APPLICATIONS**



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- ❖ Materials are collected by the Membership Selection Chairman within five business days
- ❖ Application screening is completed within five business days
- ❖ Approved prospective candidates shall receive a letter of acceptance from the Membership Selection Chairman detailing information concerning the date, time and place of next meeting
- ❖ A letter of rejection and letter of thanks is mailed to all other prospective candidates by the Membership Selection Chairman

## 5. CHAPTER INTRODUCTION

- ❖ Prospective candidates are introduced to the chapter at the next chapter meeting
- ❖ Omega mentors are assigned with the concurrence of chapter basilei

## 6. MEMBERSHIP EDUCATION PROGRAM

- ❖ District Representative review, accept/reject completed paperwork
- ❖ Four weeks
- ❖ Interview
- ❖ Written Examination
- ❖ Collection of fees
- ❖ Three money orders

## 7. INITIATION

## 8. POST INITIATION ORIENTATION PHASE

The chapter, in conjunction with the Membership Selection Chairman and Membership Selection Committee, shall conduct post-initiation workshops at the first two regular chapter meetings after initiation. The workshops shall provide basic ritualistic information for new brothers and serve as a review for the older brothers. The Membership Chairman will distribute pins, certificates, cards, and history books at the conclusion of these meetings.

**Omega Psi Phi Fraternity, Inc. prohibits mental and/or physical harassment, or brutality in connection with the Membership Selection Process.**

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## **Omega Psi Phi Fraternity, Inc.**

### **Membership Selection Process**

#### **INTRODUCTION**

##### **Purpose:**

The purpose of this manual is to set forth guidelines for membership selection into Omega Psi Phi Fraternity, Inc. Its focus is on identifying and bringing high quality new members into the organization that will form life long friendships through mentoring and community involvement. The emphasis is placed on the selection of college-trained men who, through their daily lives and activities, uphold and support the Cardinal Principles of **Manhood, Scholarship, Perseverance, and Uplift**. These individuals shall be observed in their natural environment, without being subjected to any outside influence.

#### **ESTABLISHING A PARTNERSHIP WITH INSTITUTIONS**

When there is at least one undergraduate chapter in the region, it will be absolutely necessary for the Membership Selection Committee to establish a partnership with the administration of the institution(s).

- ❖ The partnership affords the membership selection committee the probability of operating harmoniously with all segments of the college/university community, especially the Admissions and Records Office. Since the Membership Selection Chairman will be receiving transcripts and certifications to process, the partnership should afford the Membership Selection Chairman the privilege of requesting the Admissions and Records Officer(s) to expedite materials when necessary.
- ❖ A strong partnership affords a sense of relief for the campus administrators, when they know that the Membership Selection Committee Chairman is only a phone call away, should a problem occur.
- ❖ When the college/university administrators accept the partnership, they commit themselves to making the partnership work. However, the partnership threads must remain strong through individual contacts year round. Therefore, the chairman must visit with the campus administrators during those times when there are no

Membership Selection activities taking place on the campus.

❖ The District Representative also must continue to strengthen ties and rapport with the campus administration to ensure that campus administrators understand and respect his role and authority. The District Representative is expected to understand the rules and regulations of each university. All college/university rules and regulations

applicable to the Membership Selection Process are to be adhered and **NO rule published by the Fraternity's Membership Selection Process shall conflict with the college/university's rules**. Rapport between these two principals allows each to be informed any time new policies, rules or regulations are implemented which might impact the other's operations. **Advise college/University of MSP, (Form 9a-3).**

- ❖ The administrative cadre of the college/university that participates in the partnership should be at the highest level possible. Having the President, Dean, or appropriate directors and coordinators in the partnership help to assure cooperation between the Membership Selection Committee and the college/university(**obtain administration pertinent phone numbers and email addresses**).

## REQUIREMENTS

Omega Psi Phi Fraternity, Inc. selects men whose records demonstrate that they possess desired mental capacity, strong character and an earnest desire to equip themselves for service to humanity. The Fraternity seeks to involve conscientious, eager, enthusiastic, and active persons who will carry on our ideals and service in the years ahead.

### To become a member of Omega Psi Phi Fraternity, Inc. you must:

- ❖ possess the qualities of Manhood, Scholarship, Perseverance, and Uplift;
- ❖ display qualities of leadership;
- ❖ for an undergraduate student, have minimum **1.5 on a 3.0 scale, 2.5 on a 4.0 scale, or 3.5 on a 5.0 scale** or its equivalent from an accredited four year college/university, be certified as a full-time student, and a sophomore; **or whatever college/university requires.**
- ❖ Initiation into a Graduate Chapter requires at a minimum:

The candidate holds a baccalaureate or higher degree from an approved accredited college or university;

The candidate's transcript must show that he attained a minimum cumulative grade point average of a 1.5 on a 3.0 scale, 2.5 on a 4.0 scale, or 3.5 on a 5.0 scale in undergraduate school EXCEPT in those instances that:

It has been 10 years or more since the candidate received the baccalaureate degree or The candidate has earned a Master's degree or above; The candidate is not a member of, nor has been expelled from any fraternity/society holding membership in the National Pan-Hellenic Council, Inc.(NPHC) or the National Panhellenic Conference, Inc. (NPC);

- ❖ show evidence of school and/or community involvement (for example church, school organizations, NAACP, UNCF, Masonic Order, etc);
- ❖ participate in an official Information Session conducted by the Membership Selection Chairman;

- ❖ request that an official transcript bearing college/university seal be mailed directly from the Registrar to the Membership Selection Chairman;
- ❖ pay all dues, fees, and assessments;
- ❖ submit a medical examination, **Form 89**, (taken within last 90 days), pass a records check and a formal interview, and a written examination; and
- ❖ submit three letters of recommendations from the community at large.

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## SPONSORING PROSPECTIVE CANDIDATES

**Prospective candidates: A man, who knows an Omega Man and has made inquiries about becoming a member of Omega Psi Phi Fraternity, Inc. The inquiring man has no status with the organization.**

1. A sponsoring brother may be a graduate or undergraduate member of the Fraternity.
2. Prospective candidates must be sponsored by a brother who is currently financial with the Chapter, as well as financial the prior 2 fiscal years. A financial brother is a brother in good standing in the Fraternity who has paid International, District and Chapter dues and assessments for the given year. In Graduate Chapters, this does not include Neophytes who are within their first three years of initiation. They are not eligible to sponsor candidates for Graduate chapters until their initial three year period is complete.
3. The sponsoring Chapter must present signed statements from every chapter member(**Form 9A-20(a)**), that acknowledges that they:
  - (a) understand all Fraternal rules on Membership Selection Process;
  - (b) are not agents of Omega Psi Phi Fraternity, Inc.;
  - (c) do not have any authority to bring members into the Fraternity;
  - (d) have not hazed any individuals who are presented for Membership Selection and/or that there has not been underground or post processes conducted; and
  - (e) agree to a lie detector test, if requested.
4. Individual sponsors should encourage prospective candidates to attend public programs sponsored by the Fraternity
5. The sponsoring brother must prepare a Nomination Form(**9A-1**) regarding their prospective candidate and should be prepared to respond to questions about the prospective candidate and provide any other pertinent information to the chapter prior to an approved vote taken by the chapter.
6. Graduate prospective candidates holding a degree from an accredited four-year institution are eligible for the Membership Selection Process through a Graduate Chapter of the Fraternity.
7. Omega Acknowledgement and Indemnification Agreement(**9A-20**) will be mailed to parents/guardian of prospective candidates under the age of 21. This Form must be signed, notarized, and returned before advancing to candidacy.

8. If the prospective candidate receives a majority vote of the financial brothers present the candidate's name will be forwarded to the **(Membership Selection Chairman)** for an invitation **(Form 1-E)** to an Information Session.
9. After a sponsor has recommended a prospective candidate to the chapter and completed the Portfolio (Nomination Form, **9A-1**), the duties of the sponsor are completed and his role then becomes that of a regular financial member of the chapter.

The information provided in 4 & 5 as well as the certification by the Chapter that the candidate has received a favorable vote shall be recorded on the Portfolio (Nomination Form, **9A-1**) and forwarded to the Membership Selection Chairman.

1. The prospective candidate will then be invited to a formal informational session to receive an official application and further directions.
2. Each prospective candidate must **be** provided the following:
  - (a) **Application for Membership (Form 9A)**
  - (b) sign an acknowledgement of the Fraternity's rules on Membership Selection Process; **Form 9A-20**).
  - (c) attest that he has not participated in an illegitimate program, non sanctioned program, or illegal program, and that he has not been hazed or injured by any member of the Fraternity;
  - (d) sign a release to the Fraternity of any and all claims he now has or may have in the future arising out of this Membership Selection Process;
  - (e) sign a hold harmless and indemnity agreement; and
  - (f) agree to take a lie detector test, if requested, **(Form 1A)**
3. Prospective candidates should be introduced at the next chapter meeting after advancing to candidacy.

## MENTORING

Omega Psi Phi Fraternity, Inc. was founded on the basis of friendship. This tradition of friendship is revealed in the stories of brotherly love between our Founders, Cooper, Coleman, and Love. These men also entrusted their aspirations to an advisor, Ernest Everett Just, a scholarly man of wisdom who was older and was someone who could provide guidance to the enthusiasm of the three friends. Brother Just served as a mentor and role model to the other three young men. So mentoring, as a concept is familiar to Omega Psi Phi Fraternity, Inc. We seek in this process to build and strengthen the bonds of friendship that many outside the fraternity view with envy. Mentors should be paired with those who may share common interest such as career fields.

### Mentors are to be for life

The concept of mentoring is a vital life-long process, which may include day-to-day living, spiritual, professional and fraternal growth. The objectives of the Omega Psi Phi Fraternity, Inc. mentoring program are to:

- A. establish perpetual education for all brothers;
- B. establish fraternal bonding to encourage life long friendships;
- C. support and encourage career goals; and
- D. create personal relationships with individuals.



As of August 25, 2013

## **Questions/Answers**

### **1. What is Mentoring?**

Mentoring is the act of providing guidance, wisdom, knowledge, and support in a manner in which a protégé can receive it and benefit from it.

### **2. What is not Mentoring?**

Mentoring is not doing a protégé's work for them; nor is it accepting responsibility for the things that they are alone responsible for.

Mentoring is not a process of giving and then being indifferent to the growth, experiences, and successes of the protégé. The mentor, by definition, must be interested and involved.

#### **Benefits of Mentoring**

| <b>Mentor</b>   | <b>Protégé</b>   |
|---|--|
| Satisfaction of knowing that you have made a difference.                              | The opportunity for tremendous growth and learning in a friendly, supportive relationship.                                       |
| An opportunity to make a friend for life.   | An opportunity to make a friend for life.  |
| The creation of a possible resource, which may help when the work gets too difficult. | An opportunity including to learn an area well enough including mentoring process, that someday the protégé can become a mentor. |
| The possibility of having someone you can learn something from.                       |  |

### **3. Who is a mentor?**

A member of the fraternity assigned with the concurrence of the undergraduate and graduate basilei who should be competent in the workings of the fraternity. He is committed to the shepherding of an individual brother through his fraternal and other life experiences.

As of August 25, 2013

#### 4. **Who can be a mentor?**

A financial member who is active in a graduate chapter. A graduate brother can mentor several candidates

#### 5. **What is the role of a mentor?**

To dedicate his time and talents to the nurturing and fostering of the growth and development of an individual through the selection process and throughout his fraternal life.

#### 6. **How does a brother become a mentor?**

- A. The Graduate Chapter Basileus selects mentors with the concurrence of the Undergraduate Basileus.
- B. Match Graduate and Undergraduate
  - 1. Geographically, professionally, etc.
  - 2. Number of undergraduates and graduates
- C. Complete Membership Training program
- D. Complete Mentoring Training and Sponsoring Training
- E. The mentor will attest to the following:
  - 1. sign an acknowledgement of the Fraternity's rule on Membership Selection Process;
  - 2. attest he has not hazed or injured any candidate of the Fraternity;
  - 3. sign a hold harmless and indemnity agreement; and
  - 4. agree to take a lie detector test, if required.

| <b>Desirable characteristics of Mentor</b> |                     |
|--|---------------------|
| Availability                               | Able to teach       |
| Committed                                  | Dedicated           |
| Good Communicator                          | Fraternal knowledge |
| Honest                                     | Knowledgeable       |
| Loyal                                      | Patient             |

As of August 25, 2013

|   |                      |
|---|----------------------|
| Sense of integrity                          | Trustworthy          |
| Understanding                               | Willing to work hard |
| Wise  |                      |
| <b>Desirable characteristics of Protégé</b> |                      |
| Available                                   | Committed            |
| Dedicated                                   | Eager to learn       |
| Energetic                                   | Honest               |
| Loyal                                       | Teachable            |
| Sense of integrity                          | Trustworthy          |
| Willing to work hard                        | Patient              |

## 7. What are the components of the training program?

- A. Fraternal history and foundation
- B. Business/organization of the fraternity
- C. Counseling one brother to another

## 8. When would mentors be trained?

Training may be offered during regular selection process training sessions or annually at district or national meetings of the fraternity ONLY when supervised by the District Representative.

## 9. What is required of mentors?

- A. Mandatory participation in the four-week education process.
- B. Group activities encouraged during the process.
- C. Weekly contact after the four-week education process is encouraged.

## 10. How will the mentor program be evaluated?

This a continual learning process and must be evaluated by the District Representative, chapter Basili, and the Membership Selection Committee to

ensure that the candidate(s) receive guidance that will enhance personal, professional, and fraternal growth.

**A) Basileus must match mentors who are committed and follow procedures.**

**B) Mandatory that Graduate and Undergraduate chapters work together.**

**11. During 4 week period, Chapters (Membership Chairman) need to develop calendar.**

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## ENFORCEMENT

Mental and/or physical harassment or brutality in connection with the Membership Selection Process is prohibited by the Omega Psi Phi Fraternity, Inc.

Any person found to be in violation of the fraternity's rules and regulations in reference to hazing will be disciplined according to fraternity, university and state criminal laws.

1. **Involved – Grand Counselor, District Representative, District Counsel, Chapter Basilei, Chapter, Chapter Advisor, and Membership Committee Chairman**
2. **Education- All brothers should be competent of process**
  - A. Training
  - B. Promulgating of information
3. **System of Investigation**
  - A. Random lie- detector (Where needed, **at the discretion of District Representative.**)
  - B. Campus officials/judicial officers
  - C. State and Local Law Enforcement Authorities
  - D. Parents and Guardians
4. **System of Discipline**
  - A. Probation
  - B. Suspension
  - C. Expulsion
  - D. Arrest
  - E. Fined
  - F. Notification of college/university authorities, **should be addressed during Partnership agreement.**
  - G. Notification of state and local authorities
5. **Publish Results, when Fraternity takes action.**
  - A. Newspapers
  - B. Oracles
  - C. Media Outlets
  - D. Newsletters
  - E. College/university Publications
6. **Consequences**
  - A. Libel for suit
  - B. Payment of legal fees

## **OMEGA PSI PHI FRATERNITY, INC.**

### **BASIC OUTLINE FOR PROSPECTIVE CANDIDATES**

The Omega Psi Phi Fraternity, Inc. objective for selection, orientation and education of potential candidates into the fraternity is based on selecting the best-qualified men who exemplify the tenets of manhood, scholarship, perseverance, and uplift. The selection process is centered around an international uniform system of bringing forward new members with ideals of true friendship. In order to create an environment that will foster life long friendships, this selection process will have at its core a mentoring process between prospective candidates and knowledgeable Omega men, creating meaningful relationships among men in areas of mutual interest.

### **MEANING OF MEMBERSHIP SELECTION**

We select men because their academic records show that they possess good mental capacity, strong character and an earnest desire to equip themselves for service to humanity.

Membership selection is your training for active responsibility in the Omega Psi Phi Fraternity. Its purpose is to help develop your unselfish interest in participation in a program of fellowship and brotherhood.

Your activity as a prospective candidate is extremely important. A spirit of willingness and cooperation is needed.

All duties bear a definite relationship to local chapters as well as the International chapters. The entire process in this Fraternity is geared towards developing conscientious, eager, enthusiastic, and active members who will carry on our traditions, ideals, and services of the Fraternity, community, and world in the years ahead.

### **FUNDAMENTALS OF THE FRATERNITY WORLD**

A study of the historically black greek letter Fraternal organizations reveal that they all:

1. believe in a Supreme Being;
2. require and encourage the highest standards of morality and behavior;
3. teach the duty of service to mankind;
4. foster the participation of their members in social action and philanthropic programs;

and

5. believe in and teach the principles of democracy and good citizenship.

Each prospective candidate will be required to show evidence of having a satisfactory record in each of the four criteria listed below before he can be recommended for voting by the chapter.



## **CRITERION I - Fellowship, Brotherhood, and Scholarship**

There is to be open dialog at the weekly meeting with those brothers who are there to view the Membership Selection process. Each prospective candidate will secure signatures only at weekly meetings. The Membership Selection Chairman will check the signature list. The reports are to be left with the chairman on or before each scheduled meeting date. The signature is one way of enabling the candidate to acquaint himself with the brothers and will help the chairman more adequately evaluate the important qualities of fellowship and brotherhood. It is expected that these two contacts will be more than a signature.... talk with the members.... get to know them.... tell them about your self - your hopes, aspirations and problems. The signature is designed to begin the building of a lifelong friendship. Nothing in this experience is designed to be humiliating, punitive, or degrading to the dignity of the person. Each prospective candidate will not and should not under any circumstances perform any errands or seek or have any personal visits. Each prospective candidate will address each brother with respect and offer his assistance when seeking signatures. When a prospective candidate misses a certain number of signatures (the number to be named by the chairman) over a period of time, he will be advised that he has failed this phase of the criterion.

### **Scholarship is essential to the brotherhood.**

Prospective candidates are expected to:

- 1) Exemplify scholarship during the process;
- 2) Each prospective candidate is required to spend adequate study time on a weekly basis. These hours are to be worked out with the chairman after the candidate has submitted his typical weekly schedule to the chairman.

## **CRITERION II - Information and Knowledge**

The following categories of information are required of every prospective Omega man:

1. the Fraternity, its history, its organization and its officers.
2. the life and place of Omega men in our society.
3. the literature (poems, essay, and songs, etc.) which undergirds the basic philosophy of the Fraternity. Written and oral examinations will be given for this criterion. (See Applicants Guide for details).

## **CRITERION III - Projects and Programs**

Through projects and programs a candidate can demonstrate "Manhood" responsibility, "Perseverance" - seeing a project through completion; "Uplift" - doing something for the Fraternity, community and/or college/university; "Cooperation" - working together. These program objectives are partially met through specific projects and programs from the committee or chapter. Each prospective candidate will be evaluated on the basis of his role on the team approach. A scrapbook is required.

#### **CRITERION IV - Character**

Though this challenge is more subjective, it is considered essential in evaluating one for membership in the brotherhood of Omega Psi Phi Fraternity, Inc. Respect shown each other, respect for brothers, persons in authority, and womanhood is considered the mark of a real man. One's character and compliance with the laws and policies of the Fraternity will in effect play a major part in determining one's qualification for membership in the Omega Psi Phi Fraternity, Inc.

As of August 25, 2013

## **UPON ACCEPTANCE INTO THE MEMBERSHIP SELECTION PROCESS EACH PROSPECTIVE CANDIDATE STANDS COMMITTED:**

### **TO THE OBLIGATION**

"What do I owe to my ties, to my country, to my neighbors, to my friends? Such are the questions which a virtuous man ought often ask himself." ----Lavator.

The virtuous man asks not what the aforementioned things, "can do for me", but, "What can I do for them?"

"By participating in the Membership Selection Process of Omega Psi Phi Fraternity, Inc., a prospective candidate is obligated to:

1. obey Fraternity rules and policies;
2. hold Fraternity matters in strict secrecy from those outside of the Fraternity;
3. exemplify in their life the principles of Manhood, Scholarship, Perseverance, and Uplift, and eventually to become a shining light for others to follow;
4. do their best in cooperating with other prospective candidates for the advancement of the interests of the group.
5. train themselves for leadership;
6. develop character by contact with a cross-section of humanity; and
7. get to know your Fraternity members and let them get to know the prospective candidate by their work and actions.

### **THE RULES AND POLICIES OF THE MEMBERSHIP SELECTION PROCESS**

All Omega men shall be shown respect at all times.

Participants in the Membership Selection Process shall not be subjected to physical and/or mental brutality.

As a prospective candidate for membership in Omega Psi Phi Fraternity, Inc., you are required to report any person or persons who attempt to affect this process negatively by violating its regulations. The Fraternity will use criminal and civil means to pursue vigorously anyone involved in such activities. If the prospective candidate fails to report such violations, he will not be allowed membership and/or expelled from the Fraternity.

All requests for absences from a regular meeting shall be made to the Membership Selection Chairman on or before the day of regular meeting or at a time specified by the Chairman.

Any prospective candidate(s) accumulating two unexcused absences shall be dropped

from the process.

Decorum shall prevail at all times.

Any prospective candidate unwilling or unable to meet the criteria will be dismissed from the Membership Selection Process.

The maximum length of the Membership Selection Process is four weeks, or as allowed by the college/university, but should not exceed the maximum four weeks. All college/university rules and regulations applicable to the Membership Selection Process are to be adhered and NO rule published by the Fraternity's Membership Selection Process shall supercede the college/university's rules.

All prospective candidates must pay the required dues and fees on time, otherwise the prospective candidates will be dismissed from the process.

Each prospective candidate upon being initiated into the Fraternity or upon becoming inactive is to turn over all membership selection materials to the Membership Selection Chairman.

All Omega men and prospective candidates are expected to be respectful.

All prospective candidates attending meetings must wear coat, shirt, and tie.

Smoking and alcohol in meetings is prohibited.

Regular attendance and promptness at meetings are compulsory.

Each membership selection prospective candidate is required to uphold each Cardinal Principle.

Dependability, trust, interest, brotherhood, effort, cooperation, high standards of morality, manhood, scholarship, perseverance, uplift, and friendship are qualities which a candidate is expected to possess and develop at all times.

Each prospective candidate must exhibit an excellent knowledge, both orally and written, about the Fraternity before initiation. Each prospective candidate must receive at least a 80% rating on the written examination before proceeding to the Initiation Phase.

All projects and programs must be completed before an individual prospective candidate can proceed to the Initiation Phase.

**KNOW WELL THE FOLLOWING OUTLINED MATERIAL FROM STUDYING THIS MANUAL AND THE HISTORY OF THE OMEGA PSI PHI FRATERNITY, INC.**

**I. History**

**A. International**

1. Events leading to the founding and incorporation of the Fraternity
2. Biographical sketch of the Founders
3. The early pre~1918, structure of the Fraternity
4. The story behind the National Shrine of Omega
5. The names of the former Grand Basilei
6. The "Great Transition"

**B. Local – History of Local Chapter**

**C. Fraternities in General**

1. The first American College Fraternity
2. The history of historically African American Greek Letter Organizations
3. When and where founded

**II. Administration and Programs**

**A. International**

1. The present Grand Officers
2. The name and location of the districts of the Fraternity
3. What is the Grand Conclave?
4. What is the Supreme Council?
5. What is the "ORACLE"?
6. The International programs: Achievement Week, Talent Hunt, and Memorial Day (history and meaning), and etc.
7. Constitution and Bylaws

**B. District**

1. History of District
2. District Officers
3. District Programs

**C. Local**

1. The chapter officers and functions
2. The chapter programs and functions

### 3. Robert's Rules of Order

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### III. Chapters of Omega

- A. The first three chapters - when and where founded
- B. All the Omega Chapters in the local district
- C. Know the chapters in your own hometown

### III. General Facts

- A. Cardinal Principles
- B. The Motto
- C. The Colors
- D. The Role of the Pan-Hellenic Council
- E. The Greek Alphabet

Ω - Omega; Α - Alpha; Β - Beta; Γ - Gamma; Δ - Delta; Ε - Epsilon; Ζ - Zeta, Η - Eta;

Θ - Theta; Ι - Iota; Κ - Kappa; Λ - Lambda; Μ - Mu; Ν - Nu; Ξ - Xi; Ο - Omicron  
Π - Pi;

Ρ - Rho; Σ - Sigma; Τ - Tau; Υ - Upsilon; Φ - Phi; Χ - Chi; Ψ - Psi; and Ω - Omega

### IV. Famous Omega men

- A. Omegas in government and politics
- B. Omegas in humanitarian services
- C. Omegas in education
- D. Omegas in the arts
- E. Omegas in science and medicine

### V. Fraternity Education

- A. Review role of chapter, mentors, undergraduate advisors, graduate advisors, and district representative

Undergraduate advisor is affiliated with Fraternity and Graduate advisor is affiliated with the college/university and may be assigned by the college/university if warranted.

- B. Review of Fraternity Structure (Emphasis on Brotherhood)
  - 1. Conclave
  - 2. District Meeting



3. Fraternity Protocol
4. Leadership Conference
5. Formal meeting
6. Memorial Service
7. “Omega Dear”

As of August 25, 2013

### **COMPLETE THESE ASSIGNED PROJECTS**

1. **FRATERNITY PROJECT** - A meaningful or useful gift to the Fraternity and a scrapbook.
2. **CIVIC PROJECT** - A social action or community projects on the campus or in the community.
3. **EDUCATION PROGRAM** - A program cultural or inspirational significance.
4. **SOCIAL FUNCTION** - A recreational, friendly gathering, formal or informal.

### **SUGGESTED PROGRAM AND PROJECT IDEAS INCLUDE:**

1. sponsor cultural and educational programs, such as speakers and concerts;
2. participate fully in all campus programs and activities be strong in campus leadership;
3. participate in known charity drives;
4. clothing drive;
5. help in voter registration and getting people out to vote;
6. volunteer at a hospital, retirement home, or orphanage;
7. give a Halloween party, Thanksgiving party, or Christmas party for kids or basket of food to a needy family during the holidays;
8. blood Drive
9. help in public health projects;
10. volunteer for disaster relief;
11. community improvement groups;
12. give manpower aid to antipoverty groups;
13. scholarships;
  - a) Give awards to Brothers with best average for the semester or the year.
  - b) Give awards to Brothers with the most improved average for the semester or the year.
  - c) Give scholarships to deserving students - high school or college
  - d) Aid in scholarship drives
14. tutor freshmen and give study sessions before test; and
15. tutor high school students

Prospective candidates should keep a scrapbook of activities including special projects and programs, and achievements of Omega men.

As of August 25, 2013

## MEMORIZE THESE REQUIRED POEMS

### **IF - Rudyard Kipling**

If you can keep your head when all about you  
Are losing theirs and blaming it on you;  
If you can trust yourself when all men doubt you,  
But make allowance for their doubting too;  
If you can wait and not be tired by waiting,  
Or being lied about, don't deal in lies;  
Or being hated, don't give way to hating,  
And yet don't look too good, nor talk too wise;  
If you can dream - and not make dreams your master;  
If you can think - and not make thoughts your aim;  
If you can meet with Triumph and Disaster,  
And treat those two imposters just the same;  
If you can bear to hear the truth you've spoken  
Twisted by knaves to make a trap for fools,  
Or watch the things you gave your life to, broken,  
And stoop and build 'em up with worn-out tools;  
If you can make one heap of all your winnings  
And risk it on one turn of pitch-and-toss,  
And lose, and start again at your beginnings  
And never breathe a word about your loss:  
If you can force your heart and nerve and sinew  
To serve your turn long after they have gone,  
And so hold on when there is nothing in you  
Except the Will, which says to them "HOLD ON!"  
If you can talk with crowds and keep your virtue,  
Or walk with Kings-nor lose the common touch,  
If neither foes nor loving friends can hurt you,  
If all men count on you, but none too much:  
If you can fill the unforgiving minute  
With sixty seconds' worth of distance run,  
Yours is the Earth and everything that's in it  
And which is more you'll be a man my son

As of August 25, 2013

**INVICTUS – William Ernest Henley**

Out of the night that covers me,  
Black as a pit from pole to pole,  
I thank whatever Gods may be  
For my unconquerable soul.

In the fell clutch of circumstance  
I have not winced nor cried aloud,  
Under the bludgeoning of chance  
My head is bloody, but unbowed.

Beyond this place of wrath and tears  
Looms but the horror of the shade,  
And yet the menace of the years,  
Finds, and shall find me, unafraid.

It matters not how straight the Gate  
How charged with Punishment the Scroll;  
I am the Master of my faith;  
I am the Captain of my soul.

**MOTHER TO SON - Langston Hughes**

Well son, I'll tell you:  
Life for me ain't been no crystal stair,  
It's had tacks in it,  
And splinters,  
And boards torn up,  
And places with no carpet on the floor –  
Bare.

But all the time  
I's been a-climbin' on,  
And reachin' landin's,  
And turnin' corners,  
And sometimes goin' it' the dark  
Where there ain't been no light.

So boy, don't you turn back.

Don't you set down on the steps

'Caus you finds it's kinder hard

Don't you fall now—

For I's still goin', honey,

I's still climbin',

And life for me ain't been no crystal stair.

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**SEE IT THROUGH - Edgar A. Guest**  
**Dromgoole**

When you're up against a trouble,  
Meet it squarely, face to face;  
Lift your chin and set your shoulders  
Plant your feet and take a brace;  
When it's vain to try to dodge it,  
Do the best that you can do;  
You may fail, but you may conquer,  
See it through!

Black may be the clouds about you  
And your future may seem grim,  
building here.  
But don't let your nerve desert you;  
day,  
Keep yourself in fighting trim.  
If the worst is bound to happen,  
Spite of all that you can do,  
Running from it will not save you,  
See it through!

said,  
Even hope may seem but futile,  
When with troubles you're beset  
But remember you are facing  
Just what other men have met.  
You may fail, but fall still fighting;  
dim—  
Don't give up, what o'er you do  
him."  
Eyes front, head high to the finish  
See it through!

**LIFE – Paul Lawrence Dunbar**

A crust of bread and a corner to sleep in,  
A minute to smile and an hour to weep in,  
A pint of joy to a peck of trouble,  
And never a laugh but the moans come double;  
And that is life!

**THE BRIDGE BUILDER – W. A.**

An old man going a lone highway  
Came at the evening, cold and gray, de,  
To a chasm vast and wide and steep,  
with waters rolling cold and deep.  
The old man crossed in the twilight dim,  
The sullen stream had no fears for him;  
But he turned when safe on the other side  
And built a bridge to span the tide.

"Old man," said a fellow pilgrim near, e,  
You are wasting your strength with

Your journey will end with the ending

You never again will pass this way.  
You've crossed the chasm, deep and wide  
Why build you this bridge at eventide?"

The builder lifted his old gray head.  
"Good friend, in the path I have come," he e;

"There followeth after me today or  
A youth whose feet must pass this way.  
The chasm that was as naught to me  
To that fair-haired youth may a pitfall be  
He, too, must cross in the twilight

Good friend, I am building this bridge for

A crust and a corner that love makes precious,  
With a smile to warm and tears to refresh us;  
And joy seems sweeter when cares come after,  
And a moans is the finest of foils for laughter;  
And that is life

### **PSALM 133**

Behold, how good and how pleasant it is for brethren to dwell together in unity  
It is like the precious ointment upon the head, that ran down up  
on the beard even Aaron' s beard; that went down to the skirts of his garments: As the  
dew of Hermon, and as dew that descended upon the mountains of Zion: For there the  
LORD commanded the blessings, even life for evermore.

### **IT COULDN'T BE DONE – Edgar A. Guest**

Somebody said it couldn't be done, but he with a chuckle replied... That may be it  
couldn't but he'd be one who wouldn't say so till he'd tried. So he buckled in with the  
trace of a grin on his face. If be worried; he hid it. He started to sing as he tackled the  
thing, that couldn't be done, and he did it. Somebody scoffed: Oh, you'll never do that; at  
least no one ever has done it; But he took off his coat and he took off his hat, and the first  
thing we knew, he'd begun it. With a lift of his chin and a bit of a grin, without any  
doubting or quiddit. He started to sing as he tackled the thing, that couldn't be done and  
he did it. There are thousands to tell you it cannot be done... There are thousands to  
prophecy failure. There are thousands to point Out to you one by one, the danger that  
waits to assail you. But Just buckle in with a bit of a grin, just take off your coat and go to  
it. Just start to sing as you tackle the thing that cannot be done, and you'll do it.

### **LEARN THE WORDS AND MUSIC OF THE NATIONAL SONGS OF THE OMEGA PSI PHI FRATERNITY, INC.**

#### **THE OMEGA HYMN**

Mercer Cook and Charles Drew

Omega Dear, We are thine own,  
Thou art our life, our love, our home,  
We'll sing thy praises far and nigh;  
We love Omega Psi Phi.

To all thy precepts make us true;  
Live nobly as all real men do,  
Let manhood be our eternal shrine;  
With faith in God and heart and mind.

Through days of joy or years of pain;  
To serve thee e'er will be our aim;  
And when we say our last goodbye,  
We'll love Omega Psi Phi.

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### **SWEETHEART SONG**

Don Q. Pullen

Dear Omega Girl, I love you  
With a love that is divine;  
Swear by all the stars above you  
That my love will be but thine.  
When the moon appears those pleasant memories,  
Then I have you near, but not for really,  
Dear Omega Girl, I love you  
Sweetheart of Omega Dear

"IT IS SO HARD TO MAKE OMEGA. GOOD THINGS COME TO THOSE WHO HAVE PATIENCE THROUGH HARD WORKS."

### **MEMBERS VERSUS MEN**

"The value of our Fraternity is not in numbers, but in men, in real brotherhood. Eight men thoroughly immersed in the true Omega Spirit are far greater assets than eighty with lukewarm enthusiasm."

"Do thy duty; that is best; leave unto the Lord the rest."

### **"PREAMBLE TO CONSTITUTION OF THE OMEGA PSI PHI FRATERNITY, INC.**

Believing that men of like attainments and of similar ideas of fellowship and manhood should bind themselves together in order to approach these ideals we have incorporated ourselves under the name of OMEGA PSI PHI Fraternity.

### **WE ARE CLIMBING JACOB'S LADDER – Horace Clarence Boyer**

We are climbing Jacob's ladder, We are climbing Jacob's ladder, We are climbing Jacob's ladder, Soldiers of the cross.

Evry round goes higher, higher, Evry round goes higher, higher. Evry round goes higher, higher, Soldiers of the cross.

Sinner, do you love my Jesus? Sinner, do you love my Jesus? Sinner, do you love my Jesus? Soldiers of the cross.

If you love Him, why not serve Him? If you love Him, why not serve Him? If you love Him, why not serve Him? Soldiers of the cross.

We are climbing higher, higher, We are climbing higher, higher, We are climbing higher, higher, Soldiers of the cross. Amen



As of August 25, 2013

## OMEGA PSI PHI FRATERNITY, INC.

### EDUCATION PHASE

The outline below represents some specific guidelines for the implementation of the four-week education phase of the Membership Selection Process. No candidate should expect to enter the Fraternity with a compliance rating of less than 80% of the criterion requirements.

### PROCEDURES

The Membership Selection Chairman will provide a weekly status report, **(Form 1B)** on each prospective candidate to the chapter. The Graduate and Undergraduate Basili, chairman, and/or chapter advisor will come together to check the weekly reports. A copy of the reports will be forwarded to the District Representative.

#### Selection Process Meeting

Each regular meeting will involve:

1. Formal opening by the Chairman;
2. Prayer;
3. Special selection process business (Suggested time 15 to 20 minutes);
4. Review of materials, review of chapter action (Suggested time 25 to 35 minutes);
5. Step practice (Suggested time 15 to 20 minutes);
6. Prayer

All meetings of the prospective candidates of Omega Psi Phi Fraternity, Inc. should be opened and closed with prayer.

#### Attendance -

It is imperative that all prospective candidates attend the regular meetings set by the Chairman and mentor.

Every financial and active brother who has been certified for the Membership Selection Process is eligible to view the Membership Selection meetings during the four week education phase. The chairman will have direction/interaction control of the prospective candidates.

#### Time Limit -

The regular meeting shall be held once per week - day and a maximum of two

hours to be set by the chairman.

### **Criterion I (Fellowship, Brotherhood, and Scholarship)**

- A. **Signatures** - Each prospective candidate will secure signatures only at the weekly meeting. The Chairman will check the signature list.
- B. **Library** - Each undergraduate prospective candidate is encouraged to spend adequate study time.

### **Criterion II - Information and Knowledge**

- 1st Week** – Review of information, Psalm 133, and the Greek Alphabet, **If**.
- 2nd Week** – Review of information, *Sweetheart Song*, *Omega Dear*, Founders **including Bios**, *Members Versus Men* and one poem.
- 3rd Week** – Review of information, *Invictus*, history of chapter and chapter officers, sketch on one-half brothers – biography of brothers present as set by the chairman.
- 4th Week** – *See It Through*, Grand **and District** officers, interview, examinations, and initiation.

### **Criterion III - Project and Programs**

Plan and implement a social action project during this period. These projects should entail campus and/or community projects. Some examples:

- 1. Scouting (assigned persons will be responsible for learning, planning, and promoting the chapter sponsored troop). Meetings weekly plus hikes, etc.
- 2. Voter registration – Will help in registration drives and likewise activity as specified by chairman.
- 3. Chapter programs and activities – As specified by chapter in agreement with basilei, chairman and/or advisor.
- 4. Special projects - The group as a whole will leave something for the chapter (scrapbook and permissible Fraternity room decoration).

### **CRITERION IV - Character**

- 1. Omega encourages leadership roles in campus organizations and community activities. Records will be kept.

2. Each prospective candidate must show evidence of excellent character traits – The chairman will discuss candidates with mentors and sponsors at the end of the four-week mentoring/education phase.

## THE SELECTION PROCESS GUIDE FOR MEMBERS

### RULES OF CONDUCT

- ❖ Only certified members are authorized to participate in the Selection Process. This Selection Process will be the only process to be used throughout the fraternity. **(Form 9A(20)a.**
- ❖ Brothers found guilty of violating the rules of this program will be subject to suspension from the chapter and expulsion from the Fraternity. The Fraternity will use criminal and civil means to pursue vigorously anyone involved in these activities. Chapters found guilty of violating the rules of this program will be subject to suspension and the revocation of their charter. Names of the suspended and/or expelled brothers will be submitted to the District Representative and the Executive Director within 48 hours of the suspension.
- ❖ Names of brothers who have been suspended or expelled shall be published for distribution to all chapters.
- ❖ There shall be no “interest groups”, underground programs, pre or post selection process activities or secret probation by the chapter or members thereof. Violation of fraternity rules in this regard is also a violation of school rules. Through the partnership with the college/university, suspension of individual violators from school will be an option presented for consideration.

### STEP 1

**The Chapter should execute a Form 53/105 meeting all of the requirements needed to begin the Membership Selection Process.**

- ❖ Selection is the most critical element in the selection process. The intent of the guidelines is to ensure that men of quality are welcomed into Omega. **It should be noted that Membership Selection is a process of bringing members into the Fraternity and not into a specific Chapter or District.** The chapters and districts are the houses where the members of Omega reside after the initiation process.

Ways to identify potentials:

1. Through referrals from brothers outside the local area.
2. Through individual contact by brothers.
3. Through individual contact by members of the selection team and/or brothers on the faculty at the college/university.

**Prior approval is required from the District Representative before**

**beginning Membership Selection Process.**

- ❖ Seek good men: It is imperative that we select and invite only those men who are of the quality envisioned by our Founders.

## STEP 2

- ❖ Within two/three weeks the above mentioned contact should be made by the Membership Selection Chairman informing individuals of the following:
  1. If the prospective candidate is interested, he must request that an official transcript, bearing the college/university seal, be mailed directly from the registrar of the school to the Membership Selection Chairman. **This transcript must be received prior to the Information session.**
  2. The invitation must be signed and brought to the Information session for entry. **(Form 9A-2)**
  3. The required monies (three separate money orders: International, District, and Local) must be told to bring the money to the Interview session. **(Amounts must be given)**
  4. Coat, shirt, and tie, requirements for the session must be followed.
  5. Each prospective undergraduate candidate must have a certification form sent by the registrar indicating that he is attending school and is a full-time student. **(Form 10).**
  6. The prospective candidate must be told the time and place of the session.
  7. The prospective candidate must be told an application must be completed. **(Form 9A)**
  8. The prospective candidate must be told three letters must be from the community at large attesting to applicant's involvement in campus/community life.
  9. Medical examination (within the last 90 days). **(Form 89).**
  10. There shall be no task performed by the prospective candidate

during this phase of the process. There may be interaction between the Membership Selection Chairman, mentor, and sponsor. The Membership Selection Chairman has the final authority through his



11. If the prospective candidate violates or fails to follow these instructions, he does so at his own risk and expense. Omega Psi Phi Fraternity, Inc. will not be held liable for his failure to comply with this policy. Violation of these instructions shall be cause for the individual to be denied entry into the Omega Psi Phi Fraternity, Inc.

- ❖ The District Representative or **Membership Selection Chairman** shall conduct the Information Session. During this session, the financial members of the chapter may sit and observe. The primary objective of this session is to promote and explain Omega Psi Phi Fraternity, Inc. to the participants. Attendance at this session is required for prospective candidates. Applications will only be distributed to those who attend.



#### **Agenda**

1. Setting (Optional)
  - a) Seminar
  - b) Workshop
  - c) Dinner
2. Program /Agenda
  - a) Extend a formal greeting and explain the purpose of the Information session
  - b) Highlight the history of Omega and the local chapter
  - c) Explain the purpose and aims of Omega as set forth in the Constitution and By-Laws
  - d) Identify the major national programs and projects of Omega and the local chapter
  - e) Introduce local chapter and visiting Omega men in attendance
  - f) Provide profiles of noteworthy local and national brothers
  - g) Inform potentials regarding requirements and details of applying for membership
  - h) Explain the Education requirements
  - i) Explain the amount of funds needed (Chapter, District, and International requirements)
  - j) Question and answer period
  - k) Distribute materials

### **STEP 3**

- ❖ In Step 2, application forms and education materials will be distributed to qualified, interested persons who have submitted the required materials specified above. All applications must be returned within five business days of receipt to the Membership Selection Chairman. The individual shall be informed that he will be tested for understanding of the education material and must make at least an 80% passing grade. Failure to pass this test will mean immediate dismissal from the selection process.

❖ Standards to be met

1. Prospective candidates must meet the following academic standards:
  - a) Undergraduates must have a cumulative grade point average of 1.5 on a 3.0 scale, 2.5 on a 4.0 scale, or 3.5 on a 5.0 scale; must be a sophomore; registered full-time in an accredited four year college/university pursuing an undergraduate degree.
  - b) Graduates must hold a degree from an institution of learning with standards equivalent to institutions at which the Fraternity maintains Chapters.
2. Must show evidence of community involvement (example Church, NAACP, UNCF, Masonic Order, Boys Club, etc.)

❖ Five days after Step 2, the application and additional information should be returned to the Membership Chairman. The Chairman will do the following:

1. Evaluate and investigate the data presented in the application and the additional information.
2. Review/verify authenticity of all personal recommendations.
3. If applicant is an undergraduate, verify enrollment status.
4. Verify authenticity of transcripts.

❖ If the Membership Selection Committee determines that a prospective candidate has not met the minimum requirements for membership, a rejection letter will be sent to him immediately. **(Form 1-D).**

❖ After the application materials have been carefully reviewed and screened by the Membership Selection Committee, the Membership Chairman shall submit to the District Representative (DR) a list of prospective candidates who will be invited to the interview, education, and initiation phases. The District Representative will review the list of prospective candidates and give preliminary approval or denote disapproval for each candidate submitted. Preliminary approval by the District Representative shall indicate that the prospective candidate is approved for **the Interview, Education, and Initiation Phases.**

❖ The Membership Chairman shall also submit the following paperwork to the District Representative:

1. Approval letter from the District Representative; **(Form 105)**
2. Certification of Men for Initiation; **(Form 10)** and
3. Application for Membership **(Form 9A)** – one for each candidate with transcript(s) and recommendations attached, and etc.

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- ❖ The District Representative will review the material noted above with the full understanding that the Membership Chairman and Membership Selection Committee have already:
  - ♦ Received all application materials,
  - ♦ Performed a background check,
  - ♦ Reviewed letters of recommendation,
  - ♦ Verified transcripts for accuracy and completeness,
  - ♦ Certified attendance as being full-time for undergraduate candidates,
  - ♦ Proposed a preliminary date and time for the interview, education and, initiation phases.
- ❖ If he approves the date and place of the initiation, he will indicate his approval. The District Representative shall duly note any adjustment to the proposed date, place, or time. Indication should be made who will conduct the initiation. This will mark the beginning of the allowed four weeks. **(Form 103A)**
- ❖ In the event the District Representative disapproves any of the prospective candidates for the initiation, he shall indicate his disapproval in writing citing reasons thereof.
- ❖ The District Representative shall review, complete and return all required documents within 48 hours of receipt from the Membership Selection Chairman.
- ❖ Upon receipt of completed materials from the District Representative, the Membership Selection Chairman will send invitations for the Education session to all prospective candidates who were approved. The invitation shall contain the following:
  1. Acknowledgement of application
  2. Format: purpose, date, time, and place of the Education session
  3. Request that the applicant confirm his attendance at the Education session
  4. Dress Requirements

## **EDUCATION PHASE**

The Education Phase will be a four-week process, **unless restricted to less than four weeks by the college/university**. During this period, the following areas shall be covered, based on the information that the prospective candidates were previously given:

1. History of the fraternity
2. Omega's organizational structure
3. Information on chapter members
4. Responsibility of an Omega man

## **INTERVIEW PHASE**

The Interview will be chaired and conducted by the Membership Chairman. It should be scheduled for completion during the morning. The chapter's financial and certified members may sit in and observe. If the chapter would like additional questions asked of an individual to gain further insight, they may submit those questions to the Membership Selection Chairman for inclusion in the Interview. The Membership Chairman will review these questions for applicability, before presenting them to the interviewee for the Information session only

## **INITIATION PHASE**

- ❖ The Initiation shall be conducted immediately after the Education Phase by the District Representative or his designee, Membership Selection Chairman, Membership Selection Committee, and those designated by the District Representative. **All participants shall wear a dress shirt, coat, and a tie.**
- ❖ Notice to individuals that monies should be brought to the session (three blank money orders with designated amounts for International, District, and Chapter fees)
- ❖ The initiation shall be conducted in a place where the activity of the ceremony will not be interrupted or disturbed. This serious ceremony must be conducted with as much sacredness as possible. The following materials must be present:
  1. Shield
  2. Rituals
  3. Ritualistic kit
  4. Table cloth
- ❖ The chapter(s) shall hold a brotherhood activity immediately after the Initiation Ceremony with the program possibly including:

1. Fraternity songs
2. Open or closed dinner
3. Other appropriate social activities

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## **PROCESSING OF APPLICATIONS AFTER THE INTERVIEW, EDUCATION, AND INITIATION PHASES**

After the prospective candidates have successfully completed the interview, education, and initiation phases, the Membership Selection Chairman shall submit the following paperwork to the International Office:

1. The **original** Form – *Request For Membership Selection Process*
2. The **original** Form – *Cover Letter For Initiation*
3. The **original** Form 2 – *Report of Remittance of Funds*
4. Three certified checks or money orders made payable to Omega Psi Phi Fraternity, Inc. Personal checks will not be accepted.
5. The **original** Form 3 – *Pin Order Blank* – **Reverse side must be signed**
6. The **original** Form 9A – Application for Membership – (One for each prospective) an official transcript for each prospective bearing the seal of the college/university he is attending or from which he graduated shall be attached to Form 9A. In addition, recommendation forms, test answer sheets and interview rating forms must be attached to the Form 9A. Form 9A part 4 replaced with 9A-20 Insert. **Form 9A-20 must be notarized.**
7. The **original** Authority for Release of Information
8. The **original** Form 10 – *Certification of Men for Initiation* – **Reverse side must be signed.** The Membership Selection Chairman shall complete this form after he has completed the evaluation and investigation of each individual. The person performing the initiation ceremony must sign the form.
9. Medical examination – Within the last 90 days for each candidate must be submitted
10. Acknowledgement and Indemnification Agreement

## **POST INITIATION ORIENTATION PHASE**

The chapter, in conjunction with the Membership Selection Chairman and Membership Selection Committee, shall conduct post-initiation workshops at the next two regular chapter meetings. The workshops shall provide basic ritualistic information for new brothers and serve as a review for the older brothers. The Membership Chairman will distribute pins, certificates, cards, and history books at the conclusion of these meetings.

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**OMEGA PSI PHI FRATERNITY, INC.  
ACKNOWLEDGEMENT AND INDEMNIFICATION AGREEMENT**

Name of Applicant or Member (Print) \_\_\_\_\_

Social Security Number (Applicant) \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Chapter Name \_\_\_\_\_ Chapter Location \_\_\_\_\_

I certify that I am aware of the fact that Omega Psi Phi Fraternity, Inc. expressly prohibits and vehemently opposes the use of physical or mental harassment/hazing in any of its activities. I understand that hazing includes, but is not limited to, physical violence such as paddling, slapping, pushing of another's body by use of any object, device or hand; strenuous exercise; forced inducement or the causing another to consume any food, liquid or other substance; pouring, sprinkling or covering of another's body with any substance; threatening or causing another to be placed in fear of receiving any physical injury such as the activities listed above, and generally, any act or acts which would cause any person any humiliation, embarrassment or physical harm.

I agree that I shall report any acts of hazing or attempted hazing promptly to the Membership Selection Chairman in writing with a copy to the District Representative, or directly to the District Representative. I understand that failure to render said report shall serve as sufficient cause or consideration as a member of the Fraternity or the Membership Selection Process.

I understand that the only agents of the Fraternity are the Supreme Council and/or the Grand Conclave, who may from time to time, employ persons or firms to act on behalf of the Fraternity. I understand that, as member or potential member of Omega Psi Phi Fraternity, Inc., I am not an agent of the organization. Further, I understand that I have no authority whatsoever to enter into any agreements, whether oral or written, that would obligate Omega Psi Phi Fraternity, Inc. in any way.

I certify that I have read this document thoroughly and understand same; that I agree to and do bind myself to all of the terms and conditions contained herein. Accordingly, I do hereby release and indemnify the Omega Psi Phi Fraternity, Inc. against any claim, loss, damage, or expense caused by me for actions which subject the Fraternity's assets to judgments for losses, damages or expenses awarded by a court or agreed upon in settlement negotiations. I further bind my legal representatives, heirs, successors and assigns to the terms and conditions of this agreement.

I agree that, should any part of this agreement be found to be illegal for any reason, the illegal part or parts shall be severed herefrom and the remaining agreements and stipulations shall be given full force and effect, as if those severed did not exist.

I certify that I am at least twenty-one (21) years of age, or that I am the parent or legal guardian of the undersigned and do exercise this document on his behalf. Further, I certify that I enter into these stipulations and agreements knowingly, freely and without duress or coercion of any kind. I further certify that my date of birth is \_\_\_\_\_.

WITNESS my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, city/state \_\_\_\_\_.

\_\_\_\_\_

Signature: Applicant or Member

Signature: Notary Public

\_\_\_\_\_

Signature: Parent /Legal Guardian if Applicant or Member  
Is under 21 years of age

Commission expires (Date)



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Parent's address \_\_\_\_\_

Seal

\_\_\_\_\_

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**MANHOOD**

**SCHOLARSHIP**

**OMEGA PSI PHI FRATERNITY, INC.**

**STATEMENT OF POSITION REGARDING “LITTLE SISTER” GROUPS**

**WHEREAS**, the National Interfraternity Conference, the Fraternity Executives Association and the National Pan-Hellenic Council, Inc. have explicated their positions regarding the belief that sororities offer excellent opportunities for women to share the greek experience on college campuses; and

**WHEREAS**, the Omega Psi Phi Fraternity, Inc. is a member of the National Pan-Hellenic Council, Inc. and in concert with the other members of the National Pan-Hellenic Council, supported the resolution which is the genesis of this position statement; and

**WHEREAS**, Omega Psi Phi Fraternity, Inc. has adopted this version of said resolution for its own intents and purposes; and

**WHEREAS**, auxiliary women’s groups organized by undergraduate chapters, commonly referred to as “little sister” groups in the generic sense, and “Pearls”, “Quessenses”, “Flames” and other various and sundry names in the specific sense, are inconsistent with the concept of separate and equal women’s groups of a fraternal nature; and

**WHEREAS**, the Omega Psi Phi Fraternity, Inc. believes that these groups inhibit the accomplishment of undergraduate chapter goals by:

- **DIVERTING** resources of time, effort and money which are needed for chapter operations and programming;
- **DISTRACTING** chapter members in the performance of essential duties... example membership recruitment and membership education;
- **INVITING** disharmony within the chapter by usurping the roles and responsibilities of initiated members;
- **WEAKENING** the bonds of brotherhood by adversely affecting interpersonal relationships within the chapter;
- **CREATING** false expectations of belonging or affiliation and establishing an atmosphere which is inconsistent with or antithetical to the purposes of the fraternity; and

**WHEREAS**, the existence of such groups would increase significantly the exposure to risk for the Omega Psi Phi Fraternity, Inc.,

**BE IT RESOLVED:** That the Omega Psi Phi Fraternity, Inc. expressly prohibits its undergraduate chapters from establishing or maintaining auxiliary women’s groups by any name, inasmuch as such groups are not desirable adjuncts to the undergraduate chapters of this organization.

**Note:** Chapters are not prohibited from selecting a “sweetheart”, as long as any contest involving the same is restricted to individual (vs. group) participation by females. Moreover, if multiple winners are selected (example Sweetheart and Court or Miss Omega, Miss Psi and Miss Phi), the titles ascribed are for individual and not group recognition.

**PERSEVERANCE**

**UPLIFT**

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## **MANHOOD SCHOLARSHIP**

### **OMEGA PSI PHI FRATERNITY, INC.**

#### **POLICY ON BRANDING**

The Omega Psi Phi Fraternity, Inc. neither approves, condones or has part of its rules, regulations or ritual the imprinting of its logo, mark or such other symbols on any portion of the human body including but not limited to arms, chest, or otherwise through the method of branding or burning of such logo, mark or symbol onto the human flesh; tatooing or the use of any ink, dye or other substance for the purpose of causing a permanent image on the skin by puncturing it and inserting indelible colors therein or such other procedures likely or calculated to place on the skin temporary or permanent designs which tend and/or intended to identify a person as a member or potential member of this organization.

**PERSEVERANCE  
UPLIFT**

As of August 25, 2013

## MANHOOD SCHOLARSHIP

### OMEGA PSI PHI FRATERNITY, INC.

#### STATEMENT OF POSITION ON HAZING

The Omega Psi Phi Fraternity, Inc. embraces the principles contained in the Statement of Position on Hazing as promulgated by the Fraternity Executives Association. However, for its own intent and purposes, the Omega Psi Phi Fraternity, Inc. espouses the following as its official Statement of Position on Hazing; to wit:

Omega Psi Phi Fraternity, Inc. strictly prohibits and expressly denounces the practice of hazing in any form during the pre-initiation activities for any of its chapters or by any of its members against any person seeking admission to the organization. "Hazing" is defined as any reckless or intentional action taken or a situation created which produces mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include, but are not limited to paddling in any form; creation of excessive fatigue; creating or inflicting physical and/or psychological shocks; conducting quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside the confines of a house/domicile; public wearing of any apparel or paraphernalia which is conspicuous, not normally in good taste or otherwise banned; engaging in public stunts and buffoonery; morally degrading or humiliating an individual(s) through words or deeds; conducting late (after established hours) sessions which interfere with or prohibit the pursuit of scholastic attainment or productive work; and the conduct of any activities, express or implied, which are not consistent with the Cardinal Principles espoused by the Fraternity or the academic missions of college or universities where chapters of the Fraternity may exist. The express or implied consent of a person to any such actions shall not be considered as an exception to this policy and is not defensible as a violation thereof.

## PERSEVERANCE

**UPLIFT**

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## **MANHOOD SCHOLARSHIP**

### **OMEGA PSI PHI FRATERNITY, INC.**

#### **STATEMENT OF POSITION AGAINST CANINE REFERENCE**

**WHEREAS**, the Omega Psi Phi Fraternity, Inc. is an organization of college-trained men; and,

**WHEREAS**, the Omega Psi Phi Fraternity, Inc. has always sought, and continues to seek, men of similar high ideals of manhood, scholarship, perseverance and uplift to be members of the organization, and

**WHEREAS**, the Cardinal Principles of Manhood, Scholarship, Perseverance, and Uplift are deemed, in and of themselves, to be adequate symbolism and representations for the organization and its members, now, therefore,

**BE IT RESOLVED**, that the Omega Psi Phi Fraternity, Inc. does not have, nor has it ever endorsed, a mascot of any type to be representative of the organization, and,

**BE IT FURTHER RESOLVED**, that the Omega Psi Phi Fraternity, Inc. expressly denounces and vehemently opposes the use of any canine (dog) representation associated with the organization's name, symbols, or crest (escutcheon), and,

**BE IT FURTHER RESOLVED**, that the Omega Psi Phi Fraternity, Inc. forbids admission to any of its programs and events, or to the program or events of any of its chapters, to any person who wears paraphernalia which might depict association of a canine reference with the organization, and,

**BE IT FURTHER RESOLVED**, that the Omega Psi Phi Fraternity, Inc., considers any person who wears Omega paraphernalia with a canine reference to be in violation of Fraternity policy.

## **PERSEVERANCE UPLIFT**

As of August 25, 2013

## **MEMBERSHIP SELECTION PROCESS CHECKLIST (FORMS) SHOULD BE INSERTED HERE.**

ct

### **Membership Selection Forms**

**The following list of forms must be properly executed and forwarded to the District Representative and then to the International Office.**

- 1. The original Application for Membership (9A) plus all attachments**
  - a. Transcript**
  - b. Acknowledgement and Indemnification Agreement**
  - c. Polygraph Waiver**
  - d. Portfolio with two Passport Photos**
  - e. Medical examination**
  - f. Three letter of recommendations**
- 2. Original Report of Remittance of Funds (Form 2)**
- 3. Original Official Order Blank Fraternity Pearl Pin (Form 3)**
- 4. Original Certification of Men for Initiation (Form 10)**
- 5. Answer sheet with score**

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**NOTICE OF CHAPTER REQUEST (FORM 1)**

TO: \_\_\_\_\_, District Representative

FROM: \_\_\_\_\_, Chapter

Please be advised that \_\_\_\_\_ Chapter in a duly constituted meeting on \_\_\_\_\_ 20\_\_ by a majority of financial brothers present voted to hold a Membership Selection Process.

If this meets your approval, please notify the Chapter Basileus and we will begin accepting portfolios.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter Basileus Name

\_\_\_\_\_  
District Representative Name

\_\_\_\_\_  
Signature Chapter Basileus

\_\_\_\_\_  
Signature District Representative



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## REQUEST FOR MEMBERSHIP SELECTION PROCESS (FORM 105)

\_\_\_\_\_ **DISTRICT**

TO: \_\_\_\_\_, District Representative

FROM: \_\_\_\_\_, Chapter

The chapter requests your approval for Membership Selection Process. Please approve this request and notify the appropriate Membership Selection Chairman, such that the process may begin. By my signature below, I certify that the chapter has complied with the prerequisites.

2. Registered at least one delegate at the last Grand Conclave.
3. Registered at least one delegate at the last District Meeting.
4. Had a representative present at the last corridor, state, or council meeting.
5. Had a representative present at all required district functions?
6. Has paid all insurance assessments.
7. Has paid the current year's United Negro College Fund assessment?
8. Has the minimum number of men (five) financial at the local, district, and international levels as shown on the attached form 53.
9. Has participated in all mandated programs at the international level (list attached).
10. Has participated in all mandated programs at the district level (list attached).
11. Chapter members have a completed form 9A-20 (a).
12. Has attached a list of the individuals, which the chapter would like to have considered/invited by the Membership Selection Process Chairman.
13. Chapter members have completed Membership Selection Process training.
14. Has apprised chapter members of the need to bring their current financial card (issued by International Office) to all Membership Selection Process meetings conducted by the Membership Selection Process Chairman.
15. If Undergraduate chapter, must be good standing with the campus Pan-Hellenic Council or its

equivalent.

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Basileus' Name

---

Basileus Signature

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Date

Attachment: List of Mandated Programs in which the chapter participated, form-53 showing 90-20(a) executed.

As of August 25, 2013

**NATIONALLY MANDATED PROGRAMS (ATTACHMENT TO FORM 105)**

|   | <b>Month/Year</b> |
|---|-------------------|
| <b>Achievement Week</b>                   |                   |
| <b>Scholarship</b>                        |                   |
| <b>National Social Action Program</b>     |                   |
| <b>Talent Hunt Program</b>                |                   |
| <b>Memorial Service</b>                   |                   |
| <b>Reclamation</b>                        |                   |
| <b>National High School Essay Contest</b> |                   |

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|                                      |  |
|--------------------------------------|--|
| <b>Assault on Illiteracy Process</b> |  |
| <b>United Negro College Fund</b>     |  |

As of August 25, 2013

# **NOTICE TO PARENTS OF PROSPECTIVE CANDIDATES UNDER 21 (FORM 9A-4)**

**TO:** \_\_\_\_\_ **Parents/ Guardian**

\_\_\_\_\_  
\_\_\_\_\_

**FROM:** \_\_\_\_\_ **District Representative**

\_\_\_\_\_ **Membership Selection Chairman**

\_\_\_\_\_ **Basileus**

**RE: Omega Psi Phi Fraternity, Inc. – Membership Selection Process**

Omega Psi Phi Fraternity, Inc. has opened its doors for membership. Our focus is on identifying and bringing high quality new members into the organization that will form life long friendships through mentoring and community involvement.

\_\_\_\_\_ (Name of prospective candidate) is seeking membership in Omega Psi Phi Fraternity, Inc.

Because \_\_\_\_\_ (Name of prospective candidate) is under the age of 21, you are being notified of his potential involvement. In order for him to complete the Membership Selection Process, you must execute (a) Medical, Consent and Release

## **(b) Acknowledgement and Indemnification Agreement**

We have also enclosed Omega Psi Phi Fraternity's Statement of Position on Hazing. Should you have any questions, please feel free to contact the District Representative and/or the Membership Selection Chairman at the following addresses:

\_\_\_\_\_ **District Representative**

\_\_\_\_\_ **Address**

\_\_\_\_\_ **City, State, Zip**

\_\_\_\_\_ **Phone Number**

\_\_\_\_\_ **Membership Selection Chairman**

\_\_\_\_\_ **Address**

\_\_\_\_\_ **City, State, Zip**

\_\_\_\_\_ **Phone Number**

**Attachments: Policy on Hazing**

**Medical Release and Content 9a-20**

As of August 25, 2013

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**LIST OF APPROVED NAMES FROM CHAPTER TO DISTRICT  
REPRESENTATIVE (FORM 1E)**

**TO:** \_\_\_\_\_ **District Representative**

**FROM:** \_\_\_\_\_ **Chapter**

~~Please be advised that the following list of names have been approved by  
\_\_\_\_\_ Chapter as prospective candidates for the Membership  
Selection Process.~~

**After your approval, these prospective candidates will be forwarded an  
Invitation to the Information Session.**

**Approval** \_\_\_\_\_

**Denial** \_\_\_\_\_

**District Representative**

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APPENDIX C

As of August 25, 2013

## COVER LETTER TO COLLEGE/UNIVERSITY (FORM 9A-3)

**TO:** \_\_\_\_\_ **College Dean**  
 \_\_\_\_\_ **Student Life**  
 \_\_\_\_\_ **Greek Affairs**  
 \_\_\_\_\_ **Vice Presidents**

**FROM:** \_\_\_\_\_ **District Representative**  
 \_\_\_\_\_ **Membership Selection Chairman**

**RE: Omega Psi Phi Fraternity, Inc. – Membership Selection Process**

Omega Psi Phi Fraternity, Inc. wishes to advise that \_\_\_\_\_ Chapter is beginning a Membership Selection Process on your campus. Our emphasis is placed on the selection of college-trained men who, through their daily lives and activities, uphold and support our cardinal principles of Manhood, Scholarship, Perseverance, and Uplift.

Omega Psi Phi Fraternity, Inc. realizes the need to cultivate a strong partnership with the university. In order for this relationship to exist, we must commit ourselves to communicate with each other. We would like to strengthen our ties and build a rapport with the campus administration to ensure a positive relationship.

It is understood by the prospective candidates and members of our Fraternity that: **ALL COLLEGE/UNIVERSITY RULES AND REGULATIONS APPLICABLE TO THE MEMBERSHIP SELECTION PROCESS ARE TO BE ADHERED AND NO RULE PUBLISHED BY THE FRATERNITY'S MEMBERSHIP SELECTION PROCESS SHALL CONFLICT WITH THE COLLEGE/UNIVERSITY'S RULE.**

Find attached a list of the names of prospective candidates who have been accepted in our Membership Selection Process. If you have any questions, feel free to contact the following:

\_\_\_\_\_ **District Representative**  
 \_\_\_\_\_ **Address** \_\_\_\_\_ **City, State, Zip**  
 \_\_\_\_\_ **Phone Number**



\_\_\_\_\_ **Membership Selection Chairman**

\_\_\_\_\_ **Address** \_\_\_\_\_ **City, State, Zip**

\_\_\_\_\_ **Phone Number**

**Attachments**

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As of August 25, 2013

## WEEKLY STATUS REPORTS (FORM 1B)

This form is to be used each week to assess the progress of each prospective candidate under all four criteria.

**Prospective Candidate's Name**

|                      |     |     |     |     |
|----------------------|-----|-----|-----|-----|
| Week<br>[Circle One] | (1) | (2) | (3) | (4) |
|----------------------|-----|-----|-----|-----|

**Criterion I Fellowship, Brotherhood, Scholarship**

(1) Good \_\_\_\_\_ (2) Average \_\_\_\_\_ (3) Poor \_\_\_\_\_ (4) Needs Improvement \_\_\_\_\_

**Explain:** \_\_\_\_\_

**Criterion II Information and Knowledge**

(1) Good \_\_\_\_\_ (2) Average \_\_\_\_\_ (3) Poor \_\_\_\_\_ (4) Needs Improvement \_\_\_\_\_

**Explain:** \_\_\_\_\_

**Criterion III Project and Programs**

(1) Good \_\_\_\_\_ (2) Average \_\_\_\_\_ (3) Poor \_\_\_\_\_ (4) Needs Improvement \_\_\_\_\_

**Explain:** \_\_\_\_\_

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**Criterion IV Character**

(1) Good \_\_\_\_\_ (2) Average \_\_\_\_\_ (3) Poor \_\_\_\_\_ (4) Needs Improvement \_\_\_\_\_

**Explain:** \_\_\_\_\_

\_\_\_\_\_  
**Membership Selection Chairman's Signature**

\_\_\_\_\_  
**Mentor's Signature**

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
**Chapter Basileus' Signature**

**A COPY OF THIS REPORT SHOULD BE SENT TO THE DISTRICT REPRESENTATIVE AND A COPY KEPT BY THE MEMBERSHIP CHAIRMAN.**

As of August 25, 2013

## LETTER OF ACCEPTANCE (FORM 1C)

TO: \_\_\_\_\_ Name of Prospective Candidate

\_\_\_\_\_

\_\_\_\_\_

FROM: \_\_\_\_\_ Membership Chairman

\_\_\_\_\_

\_\_\_\_\_

### Congratulations!

**You have been nominated for membership into Omega Psi Phi Fraternity, Inc. As a candidate for membership, you must follow all rules and regulations as outlined in the Information Session you attended. “Failure to do so may disqualify you as potential member of Omega Psi Phi Fraternity, Inc.”**

**Additionally, you are reminded that you are required under the Acknowledgement and Indemnification Agreement to report any acts of hazing or attempted hazing promptly to the Membership Selection Chairman or the District Representative.**

**Your attendance is requested at the following date, place, and time to be introduced to the members of \_\_\_\_\_(Chapter)**

**Date** \_\_\_\_\_

**Time** \_\_\_\_\_

**Place** \_\_\_\_\_

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As of August 25, 2013

## LETTER OF DENIAL AND THANKS (FORM 1D)

**TO:** \_\_\_\_\_ **Name of Prospective Candidate**

\_\_\_\_\_  
\_\_\_\_\_

**FROM:** \_\_\_\_\_ **Membership Chairman**

\_\_\_\_\_  
\_\_\_\_\_

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**Thank you for your interest in Omega Psi Phi Fraternity, Inc. We regret to inform you that your application has been denied at this time.**

**We wish you well in all of your future endeavors. Please return any of the educational materials to the address listed below.**

**Thank you,**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As of August 25, 2013

## POLYGRAPH WAIVER (FORM 1A)

**Name of Applicant or Member (Print)**

**Social Security Number**

**Street Address**

**City/State/Zip code**

**Chapter Name** \_\_\_\_\_ **District**

I, \_\_\_\_\_ certify that I am at least 21 years of age or that I am the parent or legal guardian of the applicant herein and do execute this document on his behalf. I certify that I enter into this waiver knowingly, freely, and without duress or coercion of any kind.

I certify that I have thoroughly read and understand the Fraternity's policy on Hazing. I am aware of the fact that Omega Psi Phi Fraternity Inc. expressly prohibits and vehemently opposes the use of physical or mental harassment/hazing in any of its activities.

I hereby agree, for purposes of investigating acts of harassment/hazing, to submit to a lie detector test administered at the request of the District Representative. I understand that the cost of this examination is to be borne by the Fraternity when so requested.

I further agree that as condition of my participation in the Omega Psi Phi Fraternity, Inc.'s Membership Selection Process as a member or prospective candidate, I do hereby enter into this waiver and stipulation.

WITNESS my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(City/State) \_\_\_\_\_

\_\_\_\_\_  
**Prospective Candidate's or member's signature**

\_\_\_\_\_  
**Parent or Legal Guardian if prospective candidate under 21 years old**

---

**Notary**

---

**Commission expires (Date)**

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**“PORTFOLIO” (FORM 9A-1)**  
(This form is for Chapter use only)

Brothers must complete this form to nominate a candidate for consideration for the Membership Selection Process. (Completion of this form is mandatory.) You may use additional pages as necessary.

Please **PRINT** or **TYPE** all information

1. Name of Nominee: \_\_\_\_\_  
(Last) (First) (Middle)
2. Nominee's Address: \_\_\_\_\_  
\_\_\_\_\_

Home Number: \_\_\_\_\_

Work Number: \_\_\_\_\_



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### NOMINATION

Brothers: I nominate \_\_\_\_\_ for consideration for our Membership Selection Process with the hope that he will become a contributing member of our Fraternity upon completion. I have known the nominee for the past \_\_\_\_\_ (years/months.) I offer the following as proof that he presently possesses the qualities of our Four Cardinal Principles:

**MANHOOD – He demonstrates manhood**

**SCHOLARSHIP – In addition to the information contained in the education section of this form, he has exhibited scholarship by**

**PERSEVERANCE – He has demonstrated this principle by**

**UPLIFT – He displays this principle by**

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**GENERAL EDUCATION INFORMATION**

3. **Baccalaureate Degree:** BA \_\_\_\_\_; BS \_\_\_\_\_; BBA \_\_\_\_\_; Others \_\_\_\_\_

4. **Major(s):** \_\_\_\_\_  
\_\_\_\_\_

5. **College/University Attended:** \_\_\_\_\_ **Date** \_\_\_\_\_ **City, State** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. **Advanced Degree(s):**

\_\_\_\_\_

**GENERAL INFORMATION**

7. **Community Activities:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. **Military /Additional Information**

\_\_\_\_\_  
\_\_\_\_\_

This nomination is submitted on \_\_\_\_\_ (date).

Nominator's signature

Control Number

**Note: It is mandatory that two passport photos be submitted with this form.**

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## ACKNOWLEDGEMENT AND INDEMNIFICATION AGREEMENT (FORM 9A-20)

Name of Applicant or Member (Print) \_\_\_\_\_

Social Security Number (Applicant) \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Chapter Name \_\_\_\_\_ Chapter Location \_\_\_\_\_

I certify that I am aware of the fact that Omega Psi Phi Fraternity, Inc. expressly prohibits and vehemently opposes the use of physical or mental harassment/hazing in any of its activities. I understand that hazing includes, but is not limited to, physical violence such as paddling, slapping, pushing of another's body by use of any object, device or hand; strenuous exercise; forced inducement or the causing of another to consume any food, liquid or other substance; pouring, sprinkling or covering of another's body with any substance; threatening or causing another to be placed in fear of receiving any physical injury such as the activities listed above, and generally, any act or acts which would cause any person any humiliation, embarrassment or physical harm.

I agree that I shall report any acts of hazing or attempted hazing promptly to the Membership Selection Team in writing with a copy to the District Representative, or directly to the District Representatives. I understand that failure to render said report shall serve as sufficient cause for my dismissal from the Fraternity.

I understand that the Omega Psi Phi Fraternity, Inc. is a non-profit corporation, incorporated in the District of Columbia, and having its domicile and principal place of business in Decatur, Georgia.

I understand that the only agents of the Fraternity are the Supreme Council and/or the Grand Conclave, who may from time to time, employ persons or firms to act on behalf of the Fraternity. I understand that, as member or potential member of Omega Psi Phi Fraternity, Inc., I am not an agent of the organization. Further, I understand that I have no authority whatsoever to enter into any agreements, whether oral or written, that would obligate Omega Psi Phi Fraternity, Inc. in any way.

I certify that I have read this document thoroughly and understand same; that I agree to and do bind myself to all of the terms and conditions contained herein. Accordingly, I do hereby release and indemnify the Omega Psi Phi Fraternity, Inc. against any claim, loss, damage, or expense caused by me for actions which subject the Fraternity's assets to judgments for losses, damages or expenses awarded by a court or agreed upon in settlement negotiations. I further bind my legal representatives, heirs, successors and assigns to the terms and conditions of this agreement.

I agree that, should any part of this agreement be found to be illegal for any reason, the illegal part or parts shall be severed here from and the remaining agreements and stipulations shall be given full force and effect, as if those severed did not exist.

I certify that I am at least twenty-one (21) years of age, or that I am the parent or legal guardian of the undersigned and do exercise ~~this document on his behalf. Further, I certify that I enter into these stipulations and agreements knowingly, freely and without duress~~ or coercion of any kind. I further certify that my date of birth is \_\_\_\_\_.

WITNESS my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, City/State \_\_\_\_\_.

Signature: Applicant or Member

Signature: Notary Public

Signature: Parent /Legal Guardian if member

Commission expires (Date)

Is under 21 years of age

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Parent's address\_\_\_\_\_

Seal

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## INFORMATION SESSION INVITATION (FORM 9A-2)

You are cordially invited to attend a formal Information Session sponsored by \_\_\_\_\_ Chapter of Omega Psi Phi Fraternity, Inc. The purpose of this session is to share with you information about Omega Psi Phi Fraternity, Inc. and the possibility of your becoming a member of this organization. Please wear a coat, shirt, and tie to this session. The cost of becoming a member is \$\_\_\_\_\_. The session will begin at \_\_\_\_\_ on \_\_\_\_\_ at the \_\_\_\_\_.

We look forward to you being present and participating in this session. Please reply to the address listed below whether you intend to participate.

\*\*\*\*\*Please complete this section\*\*\*\*\*

\_\_\_\_\_ I will attend the Information Session referenced above.

\_\_\_\_\_ I am not interested in joining Omega Psi Phi Fraternity, Inc.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

College completed or attending \_\_\_\_\_

Degree(s) earned or pursuing \_\_\_\_\_

If you plan to attend the Information Session you must sign and date the section

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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### Medical, Consent Forms and Releases (FORM 89)

Name of Applicant: \_\_\_\_\_  
Last First Middle Initial

Home Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Sponsoring Chapter/address  
\_\_\_\_\_

#### MEDICAL EXAMINATION

\_\_\_\_\_ Date of Examination \_\_\_\_\_ Applicant's Date of Birth \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Blood Pressure \_\_\_\_\_

Eyes \_\_\_\_\_

Ears \_\_\_\_\_

Nose, Throat \_\_\_\_\_

Heart, lungs \_\_\_\_\_

Abdomen \_\_\_\_\_

Extremities \_\_\_\_\_

Neurological \_\_\_\_\_

Allergies to Medication: \_\_\_\_\_

Restrictions: \_\_\_\_\_

Physician's Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Physician's Signature: \_\_\_\_\_

#### **PARTICIPATION RELEASE ( If applicant is under 21 years old)**

I hereby give my permission for (Child's Name) \_\_\_\_\_ to participate in the Omega Psi Fraternity, Inc. activities and events.

#### CONSENT TO TREATMENT/EVIDENCE OF INSURANCE

In the event that my child should for any reason require any minor or surgical treatment and/or medication during the course of his attendance at or participation in the Omega Psi Phi Fraternity, Inc. activities, I authorize such physician or emergency care staff that the Omega Psi Phi Fraternity, Inc. may appoint or designate to carry out the necessary treatment, or to take my child to the emergency room of any hospital, and I further authorize the hospital and its medical staff to provide the treatment deemed necessary by them for the well being of my child. It is understood, however, that if hospitalization or treatment of a more serious nature is required I will be contacted, if at all possible, by telephone for permission.

**I, the undersigned, am a parent or legal guardian of the above specified child. I have read and fully understand the provisions of the above releases and have explained them to said minor. I further declare that all of the statements that I have made**

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herein are true to the best of my knowledge, information and belief. I hereby agree on behalf of myself and my child to hold harmless and release the Omega Psi Phi Fraternity, Inc. , the attending physician(s), hospital, their insurers, agents, heirs, successors and assigns from any and all liabilities and claims arising out of any treatment rendered to my child.

Parent Signature\_\_\_\_\_DATE:\_\_\_\_\_

As of August 25, 2013

## REPORT OF REMITTANCE OF FUNDS (FORM 2)



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c.,

As of August 25, 2013

### CERTIFICATION (FORM 3)

By my signature which appears below, I unequivocally understand that, in placing an order for a badge (pin) of the omega Psi Phi Fraternity. Inc., Title to such badge, vests in the Omega Psi Phi Fraternity, Inc. and that the money paid by me for such a badge (pin) Is a rental fee.

e of

I further understand that any failure on my part to conform to the rules and regulations as set forth in the constitution and By-Laws and/or the ritual of the Omega Psi Phi Fraternity Inc., may result in the recall such a badge. I hereby agree to return said badge upon demand of my Chapter or the National Body. It being understood that, upon return of the badge, any deposit I have made therefore will be returned to

ve r

If it is necessary for the Fraternity to take legal steps to secure the return of the badge. I specifically waive all legal defenses and agree to hold harmless the Omega Psi Phi Fraternity Inc., and my local Chapter for any expenses incurred.

| NAME (TYPE or PRINT ) | SIGNATURE | DATE |
|-----------------------|-----------|------|
| 1                     |           |      |
| 2                     |           |      |
| 3                     |           |      |
| 4                     |           |      |
| 5                     |           |      |
| 6                     |           |      |
| 7                     |           |      |
| 8                     |           |      |
| 9                     |           |      |
| 10                    |           |      |
| 11                    |           |      |
| 12                    |           |      |
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| 14                    |           |      |
| 15                    |           |      |
| 16                    |           |      |
| 17                    |           |      |
| 18                    |           |      |
| 19                    |           |      |
| 20                    |           |      |

\_\_\_\_\_. Chapter

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**Certification of Men for Initiation (FORM 10)**

\_\_\_\_\_DISTRICT

Name of Chapter \_\_\_\_\_ Reported By \_\_\_\_\_ KRS

Chapter Address \_\_\_\_\_  
Street/P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

**REGISTRAR/DEAN OF COLLEGE OR UNIVERSITY**

Undergraduate Candidates for membership must be registered full-time and be pursuing a Bachelors Degree. Please Complete Columns B, C And D for each Candidate. Certify the information by placing the university Seal and your Signature hereto: and indicate the number of persons for whom you have provided information. Each candidate is required to sign the release statement on the reverse side of this page.

**OMEGA PSI PHI FRATERNITY-CHAPTER KEEPER OF RECORDS AND SEAL**

Type the name of each candidate in Column A. If the Candidate is an undergraduate, he must complete the release statement on the reverse side of this page. Then, the registrar of the college or university must complete Columns B, C, and D. If the applicant is a college graduate, you need only to write the words "graduate" in the column B opposite his name.

| A  | B  | C                                     | D                                    | E  |
|--|--|---------------------------------------|--------------------------------------|--|
| Names of candidates<br>For initiation<br>Print or Type | Academic<br>Classification<br>(Fr. So. etc.) | Enrollment Status<br>(Full/Part time) | Cumulative<br>Grade Point<br>Average | D.R use only<br>Approved or<br>Disapproved |
| 1. _____   |  |                                       |                                      |  |
| 2. _____   |  |                                       |                                      |  |
| 3. _____   |  |                                       |                                      |  |
| 4. _____   |  |                                       |                                      |  |
| 5. _____   |  |                                       |                                      |  |
| 6. _____   |  |                                       |                                      |  |
| 7. _____   |  |                                       |                                      |  |
| 8. _____   |  |                                       |                                      |  |
| 9. _____   |  |                                       |                                      |  |
| 10. _____  |  |                                       |                                      |  |
| 11. _____  |  |                                       |                                      |  |
| 12. _____  |  |                                       |                                      |  |

**CHAPTER KEEPER OF RECORDS AND SEAL- DO NOT WRITE BELOW THIS LINE**

For Registrars use only

\_\_\_\_\_ Seal and signature of registrar or Dean \_\_\_\_\_ Number of Candidates Processed. \_\_\_\_\_

**FOR OMEGA USE ONLY**

Approved Date of Initiation (By D.R.) \_\_\_\_\_ Number of candidates Approved \_\_\_\_\_

\_\_\_\_\_  
(Print) District Representative's Name

\_\_\_\_\_  
District Representative's Signature

**CERTIFICATION OF INITIATION**

I certify that the initiation ceremony was personally supervised by me on \_\_\_\_\_, 19 \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of district Representative or Supervisor

INSTRUCTIONS ON REVERSE SIDE OF LAST PAGE

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Updated March 30, 2016

Send original and three (3) Copies.

As of August 25, 2013

**TO LEARN THE WORDS AND MUSIC OF THE NATIONAL SONGS OF THE OMEGA PSI PHI FRATERNITY, INC.**

**THE OMEGA HYMN**

*Mercer Cook and Charles Drew*

Omega Dear, We are thine own,  
Thou art our life, our love, our home,  
We'll sing thy praises far and nigh;  
We love Omega Psi Phi.

To all thy precepts make us true;  
Live nobly as all real men do,  
Let manhood be our eternal shrine;  
With faith in God and heart and mind.

Through days of joy or years of pain;  
To serve thee e'er will be our aim;  
And when we say our last goodbye,

We'll love Omega Psi Phi.

**SWEETHEART SONG**

*Don Q. Pullen*

Dear Omega Girl, I love you  
With a love that is divine;  
Swear by all the stars above you  
That my love will be but thine.  
When the moon appears those pleasant  
memories,  
Then I have you near, but not for really,  
Dear Omega Girl, I love you  
Sweetheart of Omega Dear

**Revision – International Membership Team – Spring 2013**